

School Safety Check for ACT Government Secondary Schools

Purpose

School Safety Checks are a mandatory requirement of the Directorate and must be carried out once each semester. The Principal is ultimately responsible for safety in their school in accordance with the *Work Health and Safety Act 2011*. The School Safety Check can assist Principals to fulfill this responsibility and to:

- *plan* management activities to include hazard identification, assessment and rectification
- *implement* a systematic means of effectively identifying workplace hazards
- *measure and evaluate* safety performance within the school, and
- *review and improve the way safety is managed in the school.*

Note. School Safety Checks are in addition to day to day observations made by staff.

What is a safety check?

A school safety check is used to identify the health and safety hazards in a school environment, assess the effectiveness of the risk management strategies, and to recommend further risk reduction interventions if required. The checklists should be tailored to suit each individual school requirements. The Directorate's Health, Safety and Wellbeing can assist schools in this task.

Workers do not need specific Work Health and Safety training to be able to undertake the school safety checks. The checklist provides the guidance to support workers to complete the hazard identification process.

Conducting a school safety check

1. Principals and executive teachers, in consultation with health & safety representatives, should oversight the school safety check process including reviewing the effectiveness of past processes and the implementation of the safety checks recommendations.
2. A check must be undertaken in the first semester and second semesters. The second check should be conducted by non-teaching workers and should review and report on whether satisfactory progress has been made to resolve issues identified in the first check.

A 6 monthly assessment schedule is provided on the next page to keep track those workers responsible for checking each area. The schedule should be completed at the beginning of each year.

3. A check should be comprehensive and involve as many workers as is practicable. It is important that the assessor consults with the workers of each work area being checked. In this way the assessor can benefit from those workers skills and knowledge of potential hazards and controls in the work area.

Workers should be informed of the scheduled inspection date for their work area and provided with a copy of the safety checklist to facilitate their participation.

4. The check must consider the risk posed by student behaviors and any management plans that are in place. The student management plans should be reviewed to ensure they are current and are effective to reduce the risk of an occupational violence related injury to workers or others.
5. Assessors should check areas in which they do not normally work and in doing so provide "fresh eyes" to identifying hazards.
6. The completed a copy of the checklist must be provided to the principal and office manager/registrar to assess and arrange the necessary remedial action.
7. For audit purposes principals should sign off the completed 6 monthly assessment schedule and retain the completed checklists and action sheets in a central location.

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice.

Contact: Health, Safety and Wellbeing on ☎ 6027 0614 or email etdhealthandwellbeing@act.gov.au

6 Monthly Assessment Schedule

Area	Person Conducting The Assessment	Assessment Date	Assessment Completed (Manager's Signature)	Assessment Report Received (Principal's Signature)
C1 Safety Management				
C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries	Nick McNamara			

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet (*Summary of action recommended as a result of completing the checklist inspection*)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

*Original to Safety Check Coordinator**Copy to: Principal**Senior Teacher**Registrar*

School Safety Checklist

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice. Contact: Health, Safety and Wellbeing on ☎ 6207 0614 or email etdhealthandwellbeing@act.gov.au

Safety Management

C1

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Policy Statement HSW Policy Statement signed, dated by CEO; displayed in school reception area.					
Consultative Arrangements HSW consultative mechanisms at the school are effective (e.g. Regular opportunity to raise/discuss safety issues at staff meetings; persons are consulted when inspections are being undertaken, risk control measures are being considered, and when the effectiveness of current control measures are being reviewed).					
The name of the health and safety representative is prominently displayed on the staff notice board.					
Risk Management Staff are reminded to report hazards to their supervisor or the person responsible for maintenance as soon as they identify them.					
There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Safe Systems of Work					
Safe work practices/procedures are developed as a result of risk assessments being undertaken.					
Safe work practices/procedures are documented and implemented.					
The Principal ensures community groups using school premises and equipment are made aware of and adhere to all school safe work practices e.g. closing of gas shut-off valves after each class.					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

Grounds and oval surfaces are even and potholes are filled in.

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Contractors are managed to eliminate/minimise safety risks (e.g. pre contract safety specification/instructions provided, supervision of work to ensure safety requirements met).					
Repairs and maintenance work are scheduled to minimise risk to staff, students & members of the public.					
Grounds maintenance equipment & machinery is maintained & operating instructions & training provided to BSO's.					
Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

Multipurpose Areas**C3****(e.g. hallways, school entrances, walkways)**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.					
External walkways are free of trip hazards.					
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).					
Other hazards					

Person(s) conducting assessment:McNamara Date13/12/2018.....

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date14/12/2018.....

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C3 Multipurpose Areas				

C15 Libraries	Nick McNamara			

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Safety Checks completed _____ Date: _____

Action Sheet (*Summary of action recommended as a result of completing the checklist inspection*)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

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School Safety Checks are undertaken twice a year.					
Occupational Violence					

Page 6 of 12

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

Grounds and oval surfaces are even and potholes are filled in.

Checklist Item			Priority		
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Contractors are managed to eliminate/minimise safety risks (e.g. pre contract safety specification/instructions provided, supervision of work to ensure safety requirements met).					
Repairs and maintenance work are scheduled to minimise risk to staff, students & members of the public.					
Grounds maintenance equipment & machinery is maintained & operating instructions & training provided to BSO's.					
Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

C3

Person(s) conducting assessment:McNamara Date20/02/2019.....

Last Updated: 30 July 2026
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Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date20/02/2019.....

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C1 Safety Management				
C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries	Nick McNamara			

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet *(Summary of action recommended as a result of completing the checklist inspection)*

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

Original to Safety Check Coordinator

Copy to: *Principal**Senior Teacher**Registrar*

School Safety Checklist

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Safety Management

C1

Checklist Item			Priority		
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There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
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Checklist Item			Priority		
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Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

Grounds and oval surfaces are even and potholes are filled in.

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Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

Multipurpose Areas**C3****(e.g. hallways, school entrances, walkways)**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.					
External walkways are free of trip hazards.					
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).					
Light fittings are working, clean and in good condition.					
Other hazards					

Person(s) conducting assessment:McNamara Date29/11/2019.....

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date10/12/2019.....

School Safety Check for ACT Government Secondary Schools RECORD 4

Purpose

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C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries	Nick McNamara			

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet (*Summary of action recommended as a result of completing the checklist inspection*)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

*Original to Safety Check Coordinator**Copy to: Principal**Senior Teacher**Registrar*

School Safety Checklist

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Safety Management

C1

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There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Page 6 of 12

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

[illegible]

Checklist Item			Priority		
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Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

Multipurpose Areas**C3****(e.g. hallways, school entrances, walkways)**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.	☒	☐	☐	☐	☐
External walkways are free of trip hazards.	☒	☐	☐	☐	☐
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).	☒	☐	☐	☐	☐
Light fittings are working, clean and in good condition.	☒	☐	☐	☐	☐
Other hazards	☐	☐	☐	☐	☐

Person(s) conducting assessment:McNamara Date30/06/2020.....

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date02/07/2020.....

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Completed by: _____

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Comments: _____

Original to Safety Check Coordinator

Copy to: Principal

Senior Teacher

Registrar

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Light fittings are working, clean and in good condition.					
Other hazards					

Person(s) conducting assessment:McNamara Date09/11/2020.....

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date02/07/2020.....

School Safety Check for ACT Government Secondary Schools RECORD 6

Purpose

School Safety Checks are a mandatory requirement of the Directorate and must be carried out once each semester. The Principal is ultimately responsible for safety in their school in accordance with the *Work Health and Safety Act 2011*. The School Safety Check can assist Principals to fulfill this responsibility and to:

- *plan* management activities to include hazard identification, assessment and rectification
- *implement* a systematic means of effectively identifying workplace hazards
- *measure and evaluate* safety performance within the school, and
- *review and improve the way safety is managed in the school.*

Note. School Safety Checks are in addition to day to day observations made by staff.

What is a safety check?

A school safety check is used to identify the health and safety hazards in a school environment, assess the effectiveness of the risk management strategies, and to recommend further risk reduction interventions if required. The checklists should be tailored to suit each individual school requirements. The Directorate's Health, Safety and Wellbeing can assist schools in this task.

Workers do not need specific Work Health and Safety training to be able to undertake the school safety checks. The checklist provides the guidance to support workers to complete the hazard identification process.

Conducting a school safety check

1. Principals and executive teachers, in consultation with health & safety representatives, should oversight the school safety check process including reviewing the effectiveness of past processes and the implementation of the safety checks recommendations.
2. A check must be undertaken in the first semester and second semesters. The second check should be conducted by non-teaching workers and should review and report on whether satisfactory progress has been made to resolve issues identified in the first check.

A 6 monthly assessment schedule is provided on the next page to keep track those workers responsible for checking each area. The schedule should be completed at the beginning of each year.

3. A check should be comprehensive and involve as many workers as is practicable. It is important that the assessor consults with the workers of each work area being checked. In this way the assessor can benefit from those workers skills and knowledge of potential hazards and controls in the work area.

Workers should be informed of the scheduled inspection date for their work area and provided with a copy of the safety checklist to facilitate their participation.

4. The check must consider the risk posed by student behaviors and any management plans that are in place. The student management plans should be reviewed to ensure they are current and are effective to reduce the risk of an occupational violence related injury to workers or others.
5. Assessors should check areas in which they do not normally work and in doing so provide "fresh eyes" to identifying hazards.
6. The completed a copy of the checklist must be provided to the principal and office manager/registrar to assess and arrange the necessary remedial action.
7. For audit purposes principals should sign off the completed 6 monthly assessment schedule and retain the completed checklists and action sheets in a central location.

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice.

Contact: Health, Safety and Wellbeing on ☎ 6027 0614 or email etdhealthandwellbeing@act.gov.au

6 Monthly Assessment Schedule

Area	Person Conducting The Assessment	Assessment Date	Assessment Completed (Manager's Signature)	Assessment Report Received (Principal's Signature)
C1 Safety Management	Nick McNamara			
C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries	Nick McNamara			

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet (*Summary of action recommended as a result of completing the checklist inspection*)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

*Original to Safety Check Coordinator**Copy to: Principal**Senior Teacher**Registrar*

School Safety Checklist

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice. Contact: Health, Safety and Wellbeing on ☎ 6207 0614 or email etdhealthandwellbeing@act.gov.au

Safety Management

C1

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Policy Statement HSW Policy Statement signed, dated by CEO; displayed in school reception area.					
Consultative Arrangements HSW consultative mechanisms at the school are effective (e.g. Regular opportunity to raise/discuss safety issues at staff meetings; persons are consulted when inspections are being undertaken, risk control measures are being considered, and when the effectiveness of current control measures are being reviewed).					
The name of the health and safety representative is prominently displayed on the staff notice board.					
Risk Management Staff are reminded to report hazards to their supervisor or the person responsible for maintenance as soon as they identify them.					
There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Safe Systems of Work					
Safe work practices/procedures are developed as a result of risk assessments being undertaken.					
Safe work practices/procedures are documented and implemented.					
The Principal ensures community groups using school premises and equipment are made aware of and adhere to all school safe work practices e.g. closing of gas shut-off valves after each class.					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

[illegible]

Person(s) conducting assessment:..... Date

C3

Person(s) conducting assessment:McNamara Date08/6/2021.....

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date 23/06/2021.....

School Safety Check for ACT Government Secondary Schools RECORD 7

Purpose

School Safety Checks are a mandatory requirement of the Directorate and must be carried out once each semester. The Principal is ultimately responsible for safety in their school in accordance with the *Work Health and Safety Act 2011*. The School Safety Check can assist Principals to fulfill this responsibility and to:

- *plan* management activities to include hazard identification, assessment and rectification
- *implement* a systematic means of effectively identifying workplace hazards
- *measure and evaluate* safety performance within the school, and
- *review and improve the way safety is managed in the school.*

Note. School Safety Checks are in addition to day to day observations made by staff.

What is a safety check?

A school safety check is used to identify the health and safety hazards in a school environment, assess the effectiveness of the risk management strategies, and to recommend further risk reduction interventions if required. The checklists should be tailored to suit each individual school requirements. The Directorate's Health, Safety and Wellbeing can assist schools in this task.

Workers do not need specific Work Health and Safety training to be able to undertake the school safety checks. The checklist provides the guidance to support workers to complete the hazard identification process.

Conducting a school safety check

1. Principals and executive teachers, in consultation with health & safety representatives, should oversight the school safety check process including reviewing the effectiveness of past processes and the implementation of the safety checks recommendations.
2. A check must be undertaken in the first semester and second semesters. The second check should be conducted by non-teaching workers and should review and report on whether satisfactory progress has been made to resolve issues identified in the first check.

A 6 monthly assessment schedule is provided on the next page to keep track those workers responsible for checking each area. The schedule should be completed at the beginning of each year.

3. A check should be comprehensive and involve as many workers as is practicable. It is important that the assessor consults with the workers of each work area being checked. In this way the assessor can benefit from those workers skills and knowledge of potential hazards and controls in the work area.

Workers should be informed of the scheduled inspection date for their work area and provided with a copy of the safety checklist to facilitate their participation.

4. The check must consider the risk posed by student behaviors and any management plans that are in place. The student management plans should be reviewed to ensure they are current and are effective to reduce the risk of an occupational violence related injury to workers or others.
5. Assessors should check areas in which they do not normally work and in doing so provide "fresh eyes" to identifying hazards.
6. The completed a copy of the checklist must be provided to the principal and office manager/registrar to assess and arrange the necessary remedial action.
7. For audit purposes principals should sign off the completed 6 monthly assessment schedule and retain the completed checklists and action sheets in a central location.

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice.

Contact: Health, Safety and Wellbeing on ☎ 6027 0614 or email etdhealthandwellbeing@act.gov.au

6 Monthly Assessment Schedule

Area	Person Conducting The Assessment	Assessment Date	Assessment Completed (Manager's Signature)	Assessment Report Received (Principal's Signature)
C1 Safety Management				
C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries				

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet (Summary of action recommended as a result of completing the checklist inspection)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

Original to Safety Check Coordinator

Copy to: *Principal**Senior Teacher**Registrar*

School Safety Checklist

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice. Contact: Health, Safety and Wellbeing on ☎ 6207 0614 or email etdhealthandwellbeing@act.gov.au

Safety Management

C1

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Policy Statement HSW Policy Statement signed, dated by CEO; displayed in school reception area.					
Consultative Arrangements HSW consultative mechanisms at the school are effective (e.g. Regular opportunity to raise/discuss safety issues at staff meetings; persons are consulted when inspections are being undertaken, risk control measures are being considered, and when the effectiveness of current control measures are being reviewed).					
The name of the health and safety representative is prominently displayed on the staff notice board.					
Risk Management Staff are reminded to report hazards to their supervisor or the person responsible for maintenance as soon as they identify them.					
There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Safe Systems of Work					
Safe work practices/procedures are developed as a result of risk assessments being undertaken.					
Safe work practices/procedures are documented and implemented.					
The Principal ensures community groups using school premises and equipment are made aware of and adhere to all school safe work practices e.g. closing of gas shut-off valves after each class.					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

Grounds and oval surfaces are even and potholes are filled in.

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Contractors are managed to eliminate/minimise safety risks (e.g. pre contract safety specification/instructions provided, supervision of work to ensure safety requirements met).					
Repairs and maintenance work are scheduled to minimise risk to staff, students & members of the public.					
Grounds maintenance equipment & machinery is maintained & operating instructions & training provided to BSO's.					
Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

Multipurpose Areas**C3****(e.g. hallways, school entrances, walkways)**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.					
External walkways are free of trip hazards.					
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).					
Light fittings are working, clean and in good condition.					
Other hazards					

Person(s) conducting assessment:McNamara Date30/11/2021.....

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date 30/11/2021.....

School Safety Check for ACT Government Secondary Schools RECORD 8

Purpose

School Safety Checks are a mandatory requirement of the Directorate and must be carried out once each semester. The Principal is ultimately responsible for safety in their school in accordance with the *Work Health and Safety Act 2011*. The School Safety Check can assist Principals to fulfill this responsibility and to:

- *plan* management activities to include hazard identification, assessment and rectification
- *implement* a systematic means of effectively identifying workplace hazards
- *measure and evaluate* safety performance within the school, and
- *review and improve the way safety is managed in the school.*

Note. School Safety Checks are in addition to day to day observations made by staff.

What is a safety check?

A school safety check is used to identify the health and safety hazards in a school environment, assess the effectiveness of the risk management strategies, and to recommend further risk reduction interventions if required. The checklists should be tailored to suit each individual school requirements. The Directorate's Health, Safety and Wellbeing can assist schools in this task.

Workers do not need specific Work Health and Safety training to be able to undertake the school safety checks. The checklist provides the guidance to support workers to complete the hazard identification process.

Conducting a school safety check

1. Principals and executive teachers, in consultation with health & safety representatives, should oversight the school safety check process including reviewing the effectiveness of past processes and the implementation of the safety checks recommendations.
2. A check must be undertaken in the first semester and second semesters. The second check should be conducted by non-teaching workers and should review and report on whether satisfactory progress has been made to resolve issues identified in the first check.

A 6 monthly assessment schedule is provided on the next page to keep track those workers responsible for checking each area. The schedule should be completed at the beginning of each year.

3. A check should be comprehensive and involve as many workers as is practicable. It is important that the assessor consults with the workers of each work area being checked. In this way the assessor can benefit from those workers skills and knowledge of potential hazards and controls in the work area.

Workers should be informed of the scheduled inspection date for their work area and provided with a copy of the safety checklist to facilitate their participation.

4. The check must consider the risk posed by student behaviors and any management plans that are in place. The student management plans should be reviewed to ensure they are current and are effective to reduce the risk of an occupational violence related injury to workers or others.
5. Assessors should check areas in which they do not normally work and in doing so provide "fresh eyes" to identifying hazards.
6. The completed a copy of the checklist must be provided to the principal and office manager/registrar to assess and arrange the necessary remedial action.
7. For audit purposes principals should sign off the completed 6 monthly assessment schedule and retain the completed checklists and action sheets in a central location.

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice.

Contact: Health, Safety and Wellbeing on ☎ 6027 0614 or email etdhealthandwellbeing@act.gov.au

6 Monthly Assessment Schedule

Area	Person Conducting The Assessment	Assessment Date	Assessment Completed (Manager's Signature)	Assessment Report Received (Principal's Signature)
C1 Safety Management				
C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries				

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet (*Summary of action recommended as a result of completing the checklist inspection*)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

*Original to Safety Check Coordinator**Copy to: Principal**Senior Teacher**Registrar*

School Safety Checklist

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice. Contact: Health, Safety and Wellbeing on ☎ 6207 0614 or email etdhealthandwellbeing@act.gov.au

Safety Management

C1

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Policy Statement HSW Policy Statement signed, dated by CEO; displayed in school reception area.					
Consultative Arrangements HSW consultative mechanisms at the school are effective (e.g. Regular opportunity to raise/discuss safety issues at staff meetings; persons are consulted when inspections are being undertaken, risk control measures are being considered, and when the effectiveness of current control measures are being reviewed).					
The name of the health and safety representative is prominently displayed on the staff notice board.					
Risk Management Staff are reminded to report hazards to their supervisor or the person responsible for maintenance as soon as they identify them.					
There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Safe Systems of Work					
Safe work practices/procedures are developed as a result of risk assessments being undertaken.					
Safe work practices/procedures are documented and implemented.					
The Principal ensures community groups using school premises and equipment are made aware of and adhere to all school safe work practices e.g. closing of gas shut-off valves after each class.					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

Grounds and oval surfaces are even and potholes are filled in.

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Contractors are managed to eliminate/minimise safety risks (e.g. pre contract safety specification/instructions provided, supervision of work to ensure safety requirements met).					
Repairs and maintenance work are scheduled to minimise risk to staff, students & members of the public.					
Grounds maintenance equipment & machinery is maintained & operating instructions & training provided to BSO's.					
Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

C3

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.					
External walkways are free of trip hazards.					
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).					
Other hazards					

Last Updated: 30 July 2026

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date ... 22/06/2023.....

School Safety Check for ACT Government Secondary Schools RECORD 9

Purpose

School Safety Checks are a mandatory requirement of the Directorate and must be carried out once each semester. The Principal is ultimately responsible for safety in their school in accordance with the *Work Health and Safety Act 2011*. The School Safety Check can assist Principals to fulfill this responsibility and to:

- *plan* management activities to include hazard identification, assessment and rectification
- *implement* a systematic means of effectively identifying workplace hazards
- *measure and evaluate* safety performance within the school, and
- *review and improve the way safety is managed in the school.*

Note. School Safety Checks are in addition to day to day observations made by staff.

What is a safety check?

A school safety check is used to identify the health and safety hazards in a school environment, assess the effectiveness of the risk management strategies, and to recommend further risk reduction interventions if required. The checklists should be tailored to suit each individual school requirements. The Directorate's Health, Safety and Wellbeing can assist schools in this task.

Workers do not need specific Work Health and Safety training to be able to undertake the school safety checks. The checklist provides the guidance to support workers to complete the hazard identification process.

Conducting a school safety check

1. Principals and executive teachers, in consultation with health & safety representatives, should oversight the school safety check process including reviewing the effectiveness of past processes and the implementation of the safety checks recommendations.
2. A check must be undertaken in the first semester and second semesters. The second check should be conducted by non-teaching workers and should review and report on whether satisfactory progress has been made to resolve issues identified in the first check.

A 6 monthly assessment schedule is provided on the next page to keep track those workers responsible for checking each area. The schedule should be completed at the beginning of each year.

3. A check should be comprehensive and involve as many workers as is practicable. It is important that the assessor consults with the workers of each work area being checked. In this way the assessor can benefit from those workers skills and knowledge of potential hazards and controls in the work area.

Workers should be informed of the scheduled inspection date for their work area and provided with a copy of the safety checklist to facilitate their participation.

4. The check must consider the risk posed by student behaviors and any management plans that are in place. The student management plans should be reviewed to ensure they are current and are effective to reduce the risk of an occupational violence related injury to workers or others.
5. Assessors should check areas in which they do not normally work and in doing so provide "fresh eyes" to identifying hazards.
6. The completed a copy of the checklist must be provided to the principal and office manager/registrar to assess and arrange the necessary remedial action.
7. For audit purposes principals should sign off the completed 6 monthly assessment schedule and retain the completed checklists and action sheets in a central location.

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice.

Contact: Health, Safety and Wellbeing on ☎ 6027 0614 or email etdhealthandwellbeing@act.gov.au

6 Monthly Assessment Schedule

Area	Person Conducting The Assessment	Assessment Date	Assessment Completed (Manager's Signature)	Assessment Report Received (Principal's Signature)
C1 Safety Management				
C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries				

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet (*Summary of action recommended as a result of completing the checklist inspection*)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

*Original to Safety Check Coordinator**Copy to: Principal**Senior Teacher**Registrar*

School Safety Checklist

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice. Contact: Health, Safety and Wellbeing on ☎ 6207 0614 or email etdhealthandwellbeing@act.gov.au

Safety Management

C1

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Policy Statement HSW Policy Statement signed, dated by CEO; displayed in school reception area.					
Consultative Arrangements HSW consultative mechanisms at the school are effective (e.g. Regular opportunity to raise/discuss safety issues at staff meetings; persons are consulted when inspections are being undertaken, risk control measures are being considered, and when the effectiveness of current control measures are being reviewed).					
The name of the health and safety representative is prominently displayed on the staff notice board.					
Risk Management Staff are reminded to report hazards to their supervisor or the person responsible for maintenance as soon as they identify them.					
There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Safe Systems of Work					
Safe work practices/procedures are developed as a result of risk assessments being undertaken.					
Safe work practices/procedures are documented and implemented.					
The Principal ensures community groups using school premises and equipment are made aware of and adhere to all school safe work practices e.g. closing of gas shut-off valves after each class.					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

Grounds and oval surfaces are even and potholes are filled in.

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Contractors are managed to eliminate/minimise safety risks (e.g. pre contract safety specification/instructions provided, supervision of work to ensure safety requirements met).					
Repairs and maintenance work are scheduled to minimise risk to staff, students & members of the public.					
Grounds maintenance equipment & machinery is maintained & operating instructions & training provided to BSO's.					
Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

Multipurpose Areas**C3****(e.g. hallways, school entrances, walkways)**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.					
External walkways are free of trip hazards.					
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).					
Other hazards					
1. 					
2. 					
3. 					
4. 					
5. 					
6. Some lights not working and need replacing					

Person(s) conducting assessment:McNamara Date ..07/11/2023.....

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McNamara Date ... 5/12/2023.....

School Safety Check for ACT Government Secondary Schools

RECORD 10

Purpose

School Safety Checks are a mandatory requirement of the Directorate and must be carried out once each semester. The Principal is ultimately responsible for safety in their school in accordance with the *Work Health and Safety Act 2011*. The School Safety Check can assist Principals to fulfill this responsibility and to:

- *plan* management activities to include hazard identification, assessment and rectification
- *implement* a systematic means of effectively identifying workplace hazards
- *measure and evaluate* safety performance within the school, and
- *review and improve the way safety is managed in the school.*

Note. School Safety Checks are in addition to day to day observations made by staff.

What is a safety check?

A school safety check is used to identify the health and safety hazards in a school environment, assess the effectiveness of the risk management strategies, and to recommend further risk reduction interventions if required. The checklists should be tailored to suit each individual school requirements. The Directorate's Health, Safety and Wellbeing can assist schools in this task.

Workers do not need specific Work Health and Safety training to be able to undertake the school safety checks. The checklist provides the guidance to support workers to complete the hazard identification process.

Conducting a school safety check

1. Principals and executive teachers, in consultation with health & safety representatives, should oversight the school safety check process including reviewing the effectiveness of past processes and the implementation of the safety checks recommendations.
2. A check must be undertaken in the first semester and second semesters. The second check should be conducted by non-teaching workers and should review and report on whether satisfactory progress has been made to resolve issues identified in the first check.

A 6 monthly assessment schedule is provided on the next page to keep track those workers responsible for checking each area. The schedule should be completed at the beginning of each year.

3. A check should be comprehensive and involve as many workers as is practicable. It is important that the assessor consults with the workers of each work area being checked. In this way the assessor can benefit from those workers skills and knowledge of potential hazards and controls in the work area.

Workers should be informed of the scheduled inspection date for their work area and provided with a copy of the safety checklist to facilitate their participation.

4. The check must consider the risk posed by student behaviors and any management plans that are in place. The student management plans should be reviewed to ensure they are current and are effective to reduce the risk of an occupational violence related injury to workers or others.
5. Assessors should check areas in which they do not normally work and in doing so provide "fresh eyes" to identifying hazards.
6. The completed a copy of the checklist must be provided to the principal and office manager/registrar to assess and arrange the necessary remedial action.
7. For audit purposes principals should sign off the completed 6 monthly assessment schedule and retain the completed checklists and action sheets in a central location.

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice.

Contact: Health, Safety and Wellbeing on ☎ 6027 0614 or email etdhealthandwellbeing@act.gov.au

6 Monthly Assessment Schedule

Area	Person Conducting The Assessment	Assessment Date	Assessment Completed (Manager's Signature)	Assessment Report Received (Principal's Signature)
C1 Safety Management				
C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries				

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet (Summary of action recommended as a result of completing the checklist inspection)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

Original to Safety Check Coordinator

Copy to: *Principal**Senior Teacher**Registrar*

School Safety Checklist

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice. Contact: Health, Safety and Wellbeing on ☎ 6207 0614 or email etdhealthandwellbeing@act.gov.au

Safety Management

C1

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Policy Statement HSW Policy Statement signed, dated by CEO; displayed in school reception area.					
Consultative Arrangements HSW consultative mechanisms at the school are effective (e.g. Regular opportunity to raise/discuss safety issues at staff meetings; persons are consulted when inspections are being undertaken, risk control measures are being considered, and when the effectiveness of current control measures are being reviewed).					
The name of the health and safety representative is prominently displayed on the staff notice board.					
Risk Management Staff are reminded to report hazards to their supervisor or the person responsible for maintenance as soon as they identify them.					
There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Safe Systems of Work					
Safe work practices/procedures are developed as a result of risk assessments being undertaken.					
Safe work practices/procedures are documented and implemented.					
The Principal ensures community groups using school premises and equipment are made aware of and adhere to all school safe work practices e.g. closing of gas shut-off valves after each class.					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

Checklist Item			Priority		
	Yes	No	High	Medium	Low
	Grounds and oval surfaces are even and potholes are filled in.				

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Contractors are managed to eliminate/minimise safety risks (e.g. pre contract safety specification/instructions provided, supervision of work to ensure safety requirements met).					
Repairs and maintenance work are scheduled to minimise risk to staff, students & members of the public.					
Grounds maintenance equipment & machinery is maintained & operating instructions & training provided to BSO's.					
Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

Multipurpose Areas**C3****(e.g. hallways, school entrances, walkways)**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.					
External walkways are free of trip hazards.					
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).					
Other hazards					
1. 					
2.					
3.					
4.					
5.					
6. Some lights not working and need replacing					

Person(s) conducting assessment:McNamara Date

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Person(s) conducting assessment:McNamara Date ... 13/6/2024....

School Safety Check for ACT Government Secondary Schools

RECORD 11

Purpose

School Safety Checks are a mandatory requirement of the Directorate and must be carried out once each semester. The Principal is ultimately responsible for safety in their school in accordance with the *Work Health and Safety Act 2011*. The School Safety Check can assist Principals to fulfill this responsibility and to:

- *plan* management activities to include hazard identification, assessment and rectification
- *implement* a systematic means of effectively identifying workplace hazards
- *measure and evaluate* safety performance within the school, and
- *review and improve the way safety is managed in the school.*

Note. School Safety Checks are in addition to day to day observations made by staff.

What is a safety check?

A school safety check is used to identify the health and safety hazards in a school environment, assess the effectiveness of the risk management strategies, and to recommend further risk reduction interventions if required. The checklists should be tailored to suit each individual school requirements. The Directorate's Health, Safety and Wellbeing can assist schools in this task.

Workers do not need specific Work Health and Safety training to be able to undertake the school safety checks. The checklist provides the guidance to support workers to complete the hazard identification process.

Conducting a school safety check

1. Principals and executive teachers, in consultation with health & safety representatives, should oversight the school safety check process including reviewing the effectiveness of past processes and the implementation of the safety checks recommendations.
2. A check must be undertaken in the first semester and second semesters. The second check should be conducted by non-teaching workers and should review and report on whether satisfactory progress has been made to resolve issues identified in the first check.

A 6 monthly assessment schedule is provided on the next page to keep track those workers responsible for checking each area. The schedule should be completed at the beginning of each year.

3. A check should be comprehensive and involve as many workers as is practicable. It is important that the assessor consults with the workers of each work area being checked. In this way the assessor can benefit from those workers skills and knowledge of potential hazards and controls in the work area.

Workers should be informed of the scheduled inspection date for their work area and provided with a copy of the safety checklist to facilitate their participation.

4. The check must consider the risk posed by student behaviors and any management plans that are in place. The student management plans should be reviewed to ensure they are current and are effective to reduce the risk of an occupational violence related injury to workers or others.
5. Assessors should check areas in which they do not normally work and in doing so provide "fresh eyes" to identifying hazards.
6. The completed a copy of the checklist must be provided to the principal and office manager/registrar to assess and arrange the necessary remedial action.
7. For audit purposes principals should sign off the completed 6 monthly assessment schedule and retain the completed checklists and action sheets in a central location.

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice.

Contact: Health, Safety and Wellbeing on ☎ 6027 0614 or email etdhealthandwellbeing@act.gov.au

6 Monthly Assessment Schedule

Area	Person Conducting The Assessment	Assessment Date	Assessment Completed (Manager's Signature)	Assessment Report Received (Principal's Signature)
C1 Safety Management				
C2 Programmed, General Grounds Maintenance and Routine Repair Work				
C3 Multipurpose Areas				

C15 Libraries				

Prepared By: _____ Date: _____

Safety Checks completed _____ Date: _____

Action Sheet *(Summary of action recommended as a result of completing the checklist inspection)*

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

Original to Safety Check Coordinator

Copy to: *Principal**Senior Teacher**Registrar*

School Safety Checklist

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice. Contact: Health, Safety and Wellbeing on ☎ 6207 0614 or email etdhealthandwellbeing@act.gov.au

Safety Management

C1

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Policy Statement HSW Policy Statement signed, dated by CEO; displayed in school reception area.					
Consultative Arrangements HSW consultative mechanisms at the school are effective (e.g. Regular opportunity to raise/discuss safety issues at staff meetings; persons are consulted when inspections are being undertaken, risk control measures are being considered, and when the effectiveness of current control measures are being reviewed).					
The name of the health and safety representative is prominently displayed on the staff notice board.					
Risk Management Staff are reminded to report hazards to their supervisor or the person responsible for maintenance as soon as they identify them.					
There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Safe Systems of Work					
Safe work practices/procedures are developed as a result of risk assessments being undertaken.					
Safe work practices/procedures are documented and implemented.					
The Principal ensures community groups using school premises and equipment are made aware of and adhere to all school safe work practices e.g. closing of gas shut-off valves after each class.					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:..... Date

C2

Grounds and oval surfaces are even and potholes are filled in.

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Contractors are managed to eliminate/minimise safety risks (e.g. pre contract safety specification/instructions provided, supervision of work to ensure safety requirements met).					
Repairs and maintenance work are scheduled to minimise risk to staff, students & members of the public.					
Grounds maintenance equipment & machinery is maintained & operating instructions & training provided to BSO's.					
Workshops					
Other hazards					

Person(s) conducting assessment:..... Date

Multipurpose Areas**C3****(e.g. hallways, school entrances, walkways)**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.					
External walkways are free of trip hazards.					
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).					
Other hazards					

Person(s) conducting assessment:McNamara Date4/12/2024.

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Person(s) conducting assessment:McNamara Date .. 4/12/2024....



An Incident - Jan 2026

INCIDENT169866

Lodgement

The following information, including your personal information, is collected for the purposes of managing work safety risks and to meet ACT Government responsibilities under the Work Health and Safety Act 2011.

Your personal information collected by reporting a workplace incident will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014 and in accordance with the Work Health and Safety Act 2011. More details about how your personal information will be collected, stored, secured, used, and disclosed when using the Safety Portal System are available in the [CMTEDD Privacy Notice](#) on the [CMTEDD](#) website.

By submitting an incident report, you agree and accept this Privacy Statement.

I am reporting about:

- An Incident

This incident happened to:

- Someone Else

Do you know this person?

- Yes

Specify (Someone Else):

- Visitor

To the best of your knowledge, please provide the details of this person (Someone Else).

First name (Someone Else):

Date of birth (Someone Else):

-

Gender (Someone Else):

Surname (Someone Else):

Email (Someone Else):

Details

Describe what happened (include details about before, during and after the incident):

At approximately 09:00 on the 30/01/2026, I (Brodi Allingham) witnessed [REDACTED] fall over outside of the Campbell High School library. [REDACTED] missed a small lip in the concrete and fell down, taking the impact to [REDACTED] face and right shoulder especially.

Was violence or inappropriate behaviour involved?

- No

What body part(s) were affected?

- Face (incl cheeks)
- Shoulder
- Ankle

What immediate treatment(s) were received?

[REDACTED]

Where did this happen?

- ACT Government Site

Which site did the incident happen?

RECORD 12

Status	Page name
	Campbell High School
Tags:	

Building:

Campbell High School

Directorate:

EDU

When did this happen?

 Fri, 30 Jan 2026, 09:00 am, AEDT

Did anyone see it happen?

- Another ACT Govt Employee

Select employee who saw it happen:

Person	
	Abbie Grant (EDU)
	Brodi Allingham (EDU)

Add any relevant images or files?

	No images added
	No files added

Next Steps

This incident report will be sent to:

- The WHS team of the work area below
- The Work Safety Group

More information about [who will see your report and](#)

Please confirm or select the work area that is responsible for this report.

Manager Response

The Manager Response is reviewing the incident to identify causation.

Incident Outline

Incident outline:

At approximately 09:00 on the 30/01/2026, I (Brodi Allingham) witnessed [REDACTED] fall over outside of the Campbell High School library. [REDACTED] missed a small lip in the concrete and fell down, taking the impact to [REDACTED] face and right shoulder especially.

Review the Circumstances

When did you start to review this incident?

📅 Mon, 2 Feb 2026, AEDT

Analyse Contributing Factors

What led / contributed to the event or situation?

- Environment (physical internal and external environment)

Please provide details for each of the selected criteria:

As above. Student's [REDACTED] fell and sustained injuries.

Follow-Up and Long Term Actions

Describe what has been done to support the injured and/or ill person and/or others affected:

RD 12

Provide details of any actions taken/changes made to avoid reoccurrence: If no actions taken/changes made, provide the reasons:

Reviewed environment to see if therre was preventable action we could undertake.

Details of the specific supports to be provided and actions to be taken by the Manager in response to this event or situation should be captured and tracked below:

Action	Assigned to	Due / Closed
No actions added		

By creating or attaching in-incident actions in this way, the assignee receives view access to this stage of the incident, so please consider the sensitivity of the incident in order to maintain a level of privacy. If the assignee is not required to have view access to this stage, please create this as a standalone action using the Actions Manager under the To-Do tab.

Please add any files or reports which are relevant to this incident investigation or your response to it as a supervisor/manager:



No files added

Sign-Off

Outline anything else you wish to add about this incident:

Manager's Response completed by:

Person
 John Manders (EDU)

Manager's response sign-off date:

 Mon, 2 Feb 2026, AEDT

From: [EGMSlooffice](#)
To: [EDU ELSO Office](#)
Subject: RE: FOR CLEARANCE AND PROGRESSION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ()
Date: Wednesday, 1 April 2026 3:18:38 PM
Attachments: [image002.png](#)
Sensitivity: Confidential

OFFICIAL

Thanks for the quick response – I have added the dot points to the template and progressed for clearance.

Janet Abbott

Executive Officer to Mark Huxley

P 02 6205 5179 | Email: EGMSlooffice@act.gov.au

From: EDU ELSO Office <EDU.ELSOoffice@act.gov.au>
Sent: Wednesday, 1 April 2026 1:52 PM
To: EGMSlooffice <EGMSlooffice@act.gov.au>
Cc: EDU ELSO Office <EDU.ELSOoffice@act.gov.au>
Subject: FOR CLEARANCE AND PROGRESSION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ()
Sensitivity: Confidential

OFFICIAL

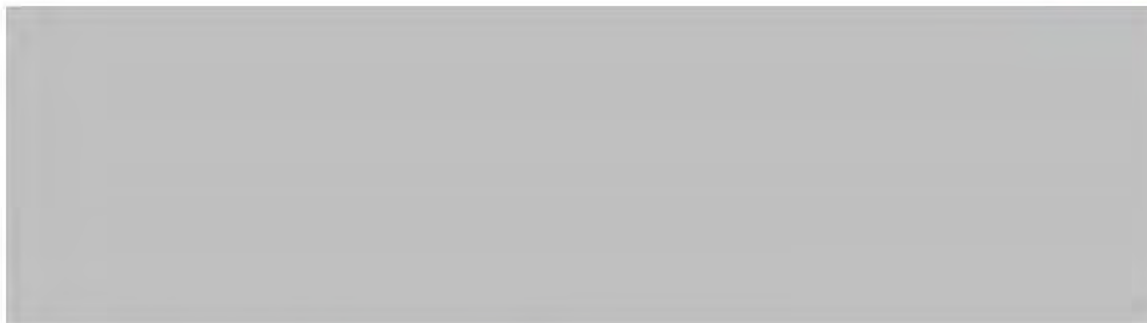
Hi Janet

Campbell HS min corro input for Marks clearance please

Incident Summary

- Parent-Teacher Interviews were held on 24 March 2026.
- At approximately 4.30 pm, a parent of () student fell near the school hall and sustained injuries.





Sarah Brown | A/g Assistant Director, School Operations

P: (02) 6205 0478 or MS Teams | E: sarah.c.brown@act.gov.au

School Improvement | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158, Canberra ACT 2601

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and region.

From: Fenn, Belinda <Belinda.Fenn@act.gov.au>

Sent: Wednesday, 1 April 2026 1:48 PM

To: EDU ELSO Office <EDU.ELSOoffice@act.gov.au>

Subject: RE: FOR CLEARANCE: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ()

Sensitivity: Confidential

OFFICIAL

Approved for clearance.

Belinda Fenn | Executive Leader School Operations | School Improvement

Ph: 0422 578 383 | Email: belinda.fenn@act.gov.au

School Improvement | Education | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



I acknowledge the traditional custodians of the lands and waters where we live and work, the Ngunnawal people, and recognise any other people or families with connection to the lands of the ACT and region

From: EDU ELSO Office <EDU.ELSOoffice@act.gov.au>

Sent: Wednesday, 1 April 2026 1:45 PM

To: Fenn, Belinda <Belinda.Fenn@act.gov.au>

Cc: EDU ELSO Office <EDU.ELSOoffice@act.gov.au>

Subject: FOR CLEARANCE: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ()

Sensitivity: Confidential

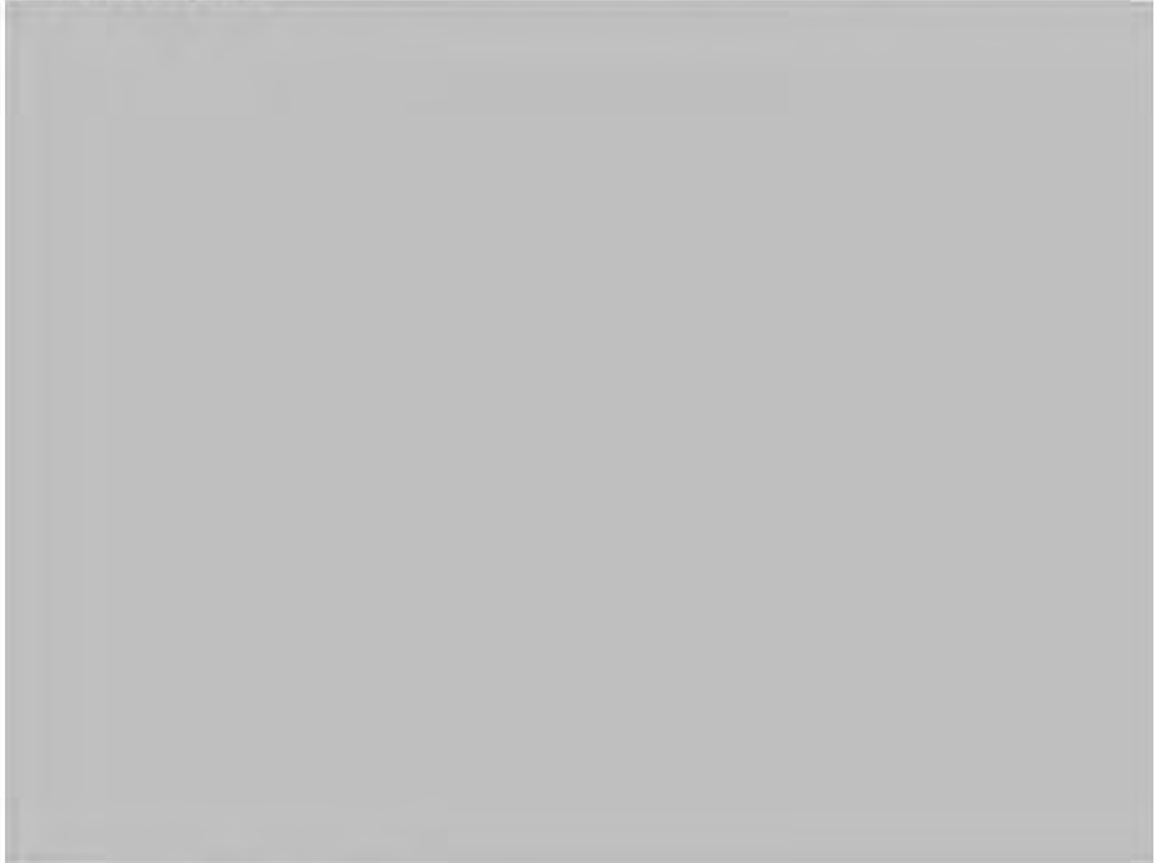
OFFICIAL

Hi Belinda

Please see below information relating to an incident that occurred at Campbell HS on Tuesday 24 March 2026.

Incident Summary

- Parent-Teacher Interviews were held on 24 March 2026.
- At approximately 4.30 pm, a parent of [REDACTED] student fell near the school hall and sustained injuries.



Once cleared I will progress to EGMSI.

Sarah Brown | A/g Assistant Director, School Operations

P: (02) 6205 0478 or MS Teams | E: sarah.c.brown@act.gov.au

School Improvement | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158, Canberra ACT 2601

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and region.

From: Rinck, Hannah <Hannah.Rinck@act.gov.au>

Sent: Wednesday, 1 April 2026 1:28 PM

To: EDU ELSO Office <EDU.ELSOoffice@act.gov.au>

Cc: Walsh, Brooke <Brooke.Walsh@act.gov.au>

Subject: FOR CLEARANCE AND PROGRESSION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536

- Injury at Campbell High School ()

Sensitivity: Confidential

OFFICIAL

Hi ELSO office,

For Clearance and Progression to EGMSI:

Please see below information relating to incident that occurred at Campbell High School on Tuesday 24 March 2026.

I have recorded the below as an incident Jira reference SOP-6367 and notified WHS for awareness/assessment.

Please let me know if any additional information is required.

Kind regards,

Hannah

Incident Summary

- Parent-Teacher Interviews were held on 24 March 2026.
- At approximately 4.30 pm, a parent of student fell near the school hall and sustained injuries.

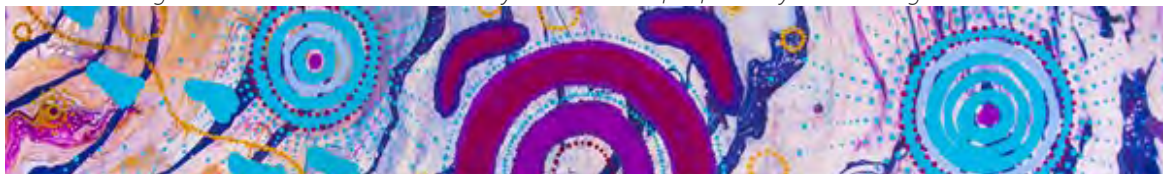
Hannah Rinck

a/g Director, School Operations**E:** SchoolOperations@act.gov.au **P:** (02) 6205 5662

School Improvement Group | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

**From:** Walsh, Brooke <Brooke.Walsh@act.gov.au>**Sent:** Wednesday, 1 April 2026 11:08 AM**To:** Rinck, Hannah <Hannah.Rinck@act.gov.au>**Subject:** FW: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ()**Sensitivity:** Confidential

OFFICIAL

Hi Hannah,

As discussed. Could you please investigate this incident and progress the advice.

Thanks so much.

Brooke

Kind regards,

Brooke Walsh | Director – School Operations

School Improvement Branch | Education Directorate | ACT Government

Phone: 6205 8230 | Email: Brooke.Walsh@act.gov.au

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601

www.education.act.gov.au

I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.

From: EGMSloffic <EGMSloffic@act.gov.au>
Sent: Wednesday, 1 April 2026 10:30 AM
To: Walsh, Brooke <Brooke.Walsh@act.gov.au>
Subject: FW: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ([REDACTED])
Sensitivity: Confidential

OFFICIAL

Janet Abbott
Executive Officer to Mark Huxley
P 02 6205 5179 | **Email:**EGMSloffic@act.gov.au

From: EGMSloffic
Sent: Wednesday, 1 April 2026 9:48 AM
To: Fenn, Belinda <Belinda.Fenn@act.gov.au>; Walsh, Brooke (ACTEDU) <Brooke.Walsh@ed.act.edu.au>; Doherty, Sarah <Sarah.Doherty@act.gov.au>
Cc: EDU, EBM Governance Branch <EDU.EBMGovernance@act.gov.au>
Subject: FW: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ([REDACTED])
Sensitivity: Confidential

Hi Team
Can you please prepare advice relating to the issues raised around the parent injury on Campbell High school grounds on Tuesday 24 March 2026. [REDACTED]
[REDACTED]
[REDACTED]

I note the due date to MO is 11 April but would appreciate an update this week while we are able to contact school staff.

Many thanks

Janet Abbott
Executive Officer to Mark Huxley
P 02 6205 5179 | **Email:**EGMSloffic@act.gov.au

From: Wraith, Clementine <Clementine.Wraith@act.gov.au> **On Behalf Of** EDU, Ministerial Liaison Officer
Sent: Wednesday, 1 April 2026 9:31 AM
To: EGMSloffic <EGMSloffic@act.gov.au>
Cc: EDU, Ministerial Liaison Officer <EDUMinisterial@act.gov.au>
Subject: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell

High School ()

Sensitivity: Confidential

OFFICIAL

Hi team,

Please see attached for action.

Minister Advice Request	
TRIM Number	FILE2026/5536
Title/Question	Injury at Campbell High School ()
Action(s)	1. Prepare Advice for the Ministers office around the subject or issue raised in the Corro a. Please note this will only need to be on elements within EDU's control (i.e. around what occurred and the management of injuries on EDU campuses,).
Responsible Area	SI
Response type	Advice
Clearance level required	DDG
Response Due	11 April 2026
Executive Support Office	1. Executive office staff to coordinate drafting of advice with BU to meet due date or request extension if required 2. Executive office staff to complete final review before progression 3. Executive office staff to finalise TRIM workflows and ant final notes 4. Executive office staff to progress response to EDU Ministerial for final QA and progression to DLO
Further information	If we have allocated incorrectly, please reach out to EDUMinisterial@act.gov.au and we will be happy to assist with redirection.
Comment	Please contact eduministerial@act.gov.au if you have any questions.

Thanks

Clementine

Clementine Wraith (she/they) | Assistant Director, Corporate Reporting

Ministerial & Corporate Reporting | Communications, Engagement and Government Support

Education Directorate | ACT Government

Email: Clementine.Wraith@act.gov.au

Level 4, 220 London Circuit, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | act.gov.au

Status:	Done
Project:	School Operations
Components:	None
Affects versions:	None
Fix versions:	None

Type:	Submit a general request or incident	Priority:	P3 - Medium
Reporter:	Hannah Rinck	Assignee:	Hannah Rinck
Resolution:	Done	Votes:	0
Labels:	None		
Remaining Estimate:	Not Specified		
Time Spent:	Not Specified		
Original estimate:	Not Specified		

Attachments:			
Incident Details :	CBLH Parent Injury Level 1		
Request Type:	Report an Incident		
Request language:	English		
Request participants:	None		
Network - School:	North Gungahlin - Campbell High School - CBLH		
Incident Occurred:	24/Mar/26		
Incident Notified to SOP:	01/Apr/26		
Response Level:	Level 2		
Response Level Target:	08/Apr/26		
Set to Done:	22/May/26		
Has the students parent/carer been notified of this incident?:	N/A		
School Sector:	High		
Incident Type - Primary:	Parent Injury		
SOP Actions:	Rapid Internal Brief – WorkSafe		
ESO Teams Referred - Action/Response:	WHS		
ESO Action Required:	Use this field to create ESO sub tasks		
Emergency Services:			
TRIM Reference:	SUB26/11408		
Response Level CLONE:	Level 2		
Response Level Target CLONE:	08/Apr/26		
Closing Comment:	- WorkSafe have investigated and Jim Rice is aware.		

Description

Incident Summary

- Parent-Teacher Interviews were held on 24 March 2026.
- At approximately 4.30 pm, a parent fell near the school hall and sustained injuries.

Comments

Comment by [Hannah Rinck](#) [02/Apr/26]

[Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026.msg](#)

2026-04-02 WHS Rapid Internal Brief

Notification to WorkSafe

Comment by [Hannah Rinck](#) [10/Apr/26]

[RE_ Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026.msg](#)

2026-04-10 Update from WHS WorkSafe visit to Campbell High School.

Generated at Wed Jul 01 01:42:29 UTC 2026 by Sarah Brown using Jira 1001.0.0-SNAPSHOT#100292-
rev:5fda9e0fdd2f2fe2b6bc3376de24f51bf166a518.

From: [Laurent, Kristen](#)
To: [Rinck, Hannah](#); [EGMSloffic](#)
Cc: [Fenn, Belinda](#); [Dance, Alex](#); [EDU ELSO Office](#); [Walsh, Brooke](#); [Doherty, Sarah](#)
Subject: RE: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ()
Date: Thursday, 2 April 2026 9:22:07 AM
Attachments: [image001.png](#)
Sensitivity: Confidential

OFFICIAL

Thanks Hannah.
Kristen

From: Rinck, Hannah <Hannah.Rinck@act.gov.au>
Sent: Thursday, 2 April 2026 8:47 AM
To: Laurent, Kristen <Kristen.Laurent@act.gov.au>; EGMSloffic <EGMSloffic@act.gov.au>
Cc: Fenn, Belinda <Belinda.Fenn@act.gov.au>; Dance, Alex <Alex.Dance@act.gov.au>; EDU ELSO Office <EDU.ELSOoffice@act.gov.au>; Walsh, Brooke <Brooke.Walsh@act.gov.au>; Doherty, Sarah <Sarah.Doherty@act.gov.au>
Subject: FW: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ()
Sensitivity: Confidential

OFFICIAL

Good morning Kristen,
 Confirming that School Operations notified WHS of the incident yesterday at 1:21pm via Microsoft Teams following a conversation with Principal John Manders.
 All available information was shared.
 Happy to follow up this morning around WorkSafe notification.

Talk soon,
Hannah

Hannah Rinck

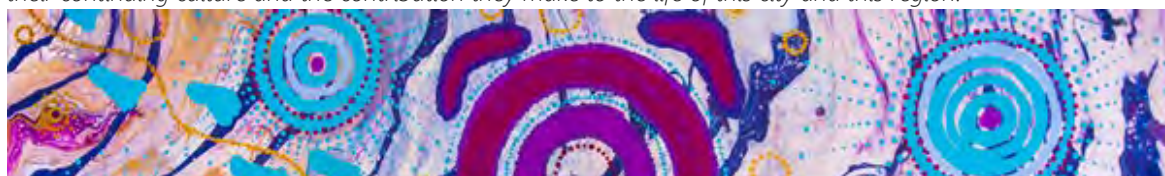
a/g Director, School Operations

E: SchoolOperations@act.gov.au **P:** (02) 6205 5662

School Improvement Group | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: Laurent, Kristen <Kristen.Laurent@act.gov.au>
Sent: Wednesday, 1 April 2026 7:07 PM
To: EGMSlooffice <EGMSlooffice@act.gov.au>
Cc: Fenn, Belinda <Belinda.Fenn@act.gov.au>; Dance, Alex <Alex.Dance@act.gov.au>; EDU ELSO Office <EDU.ELSOoffice@act.gov.au>; Walsh, Brooke <Brooke.Walsh@act.gov.au>; Doherty, Sarah <Sarah.Doherty@act.gov.au>
Subject: FW: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ([REDACTED])
Sensitivity: Confidential

OFFICIAL

Hi Janet

[REDACTED] I note there is nothing in the dot points about how this has been managed from a WHS perspective and imagine this would have constituted a reportable incident to WorkSafe ACT?

Regards

Kristen

From: EGMSlooffice <EGMSlooffice@act.gov.au>
Sent: Wednesday, 1 April 2026 9:48 AM
To: Fenn, Belinda <Belinda.Fenn@act.gov.au>; Walsh, Brooke (ACTEDU) <Brooke.Walsh@ed.act.edu.au>; Doherty, Sarah <Sarah.Doherty@act.gov.au>
Cc: EDU, EBM Governance Branch <EDU.EBMGovernance@act.gov.au>
Subject: FW: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ([REDACTED])
Sensitivity: Confidential

OFFICIAL

Hi Team

Can you please prepare advice relating to the issues raised around the parent injury on Campbell High school grounds on Tuesday 24 March 2026. [REDACTED]

[REDACTED]

[REDACTED]

I note the due date to MO is 11 April but would appreciate an update this week while we are able to

contact school staff.

Many thanks

Janet Abbott

Executive Officer to Mark Huxley

P 02 6205 5179 | Email:EGMSlooffice@act.gov.au

From: Wraith, Clementine <Clementine.Wraith@act.gov.au> **On Behalf Of** EDU, Ministerial Liaison Officer

Sent: Wednesday, 1 April 2026 9:31 AM

To: EGMSlooffice <EGMSlooffice@act.gov.au>

Cc: EDU, Ministerial Liaison Officer <EDUMinisterial@act.gov.au>

Subject: FOR ACTION: MIN CORRO - MIN ADVICE REQUEST - FILE2026/5536 - Injury at Campbell High School ()

Sensitivity: Confidential

OFFICIAL

Hi team,

Please see attached for action.

Minister Advice Request	
TRIM Number	FILE2026/5536
Title/Question	Injury at Campbell High School ()
Action(s)	1. Prepare Advice for the Ministers office around the subject or issue raised in the Corro a. Please note this will only need to be on elements within EDU's control (i.e. around what occurred and the management of injuries on EDU campuses,).
Responsible Area	SI
Response type	Advice
Clearance level required	DDG
Response Due	11 April 2026
Executive Support Office	1. Executive office staff to coordinate drafting of advice with BU to meet due date or request extension if required 2. Executive office staff to complete final review before progression 3. Executive office staff to finalise TRIM workflows and ant final notes 4. Executive office staff to progress response to EDU Ministerial for final QA and progression to DLO
Further information	If we have allocated incorrectly, please reach out to EDUMinisterial@act.gov.au and we will be happy to assist with redirection.
Comment	Please contact eduministerial@act.gov.au if you have any questions.

Thanks

Clementine

Clementine Wraith (she/they) | Assistant Director, Corporate Reporting

Ministerial & Corporate Reporting | Communications, Engagement and Government Support
Education Directorate | ACT Government
Email: Clementine.Wraith@act.gov.au
Level 4, 220 London Circuit, Canberra City 2601 | GPO Box 158 Canberra ACT 2601 | act.gov.au

From: [EDU, Work Health and Safety](#)
To: [Huddy, Jonathan](#); [EDU, Work Health and Safety](#); [Spence, Bradley](#); [Mosely, Ben](#)
Cc: [Morton, Phillip](#)
Subject: RE: Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026
Date: Friday, 10 April 2026 12:03:13 PM
Attachments: [image002.png](#)
[image003.png](#)

OFFICIAL

Thanks Jonathan

Cheers

JR

Jim Rice | Assistant Director - Work Health and Safety Operations
| **Complex Behaviour Support and WHS Branch** | **Service Design and Delivery** |
Education Directorate | **ACT Government**
Phone: 6207 0614|m 0422 151 595 | Email: jim.rice@act.gov.au
Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 |
GPO Box 158 Canberra ACT 2601

From: Huddy, Jonathan <Jonathan.Huddy@act.gov.au>
Sent: Friday, 10 April 2026 12:02 PM
To: EDU, Work Health and Safety <WHS.EDU@act.gov.au>; Spence, Bradley
<Bradley.Spence@act.gov.au>; Mosely, Ben <Ben.Mosely@act.gov.au>
Cc: Morton, Phillip <Phillip.Morton@act.gov.au>
Subject: RE: Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026

OFFICIAL

Hi Jim,

John reached out to me yesterday but didn't mention the severity of the incident.

I informed him that rectification works need to go through iCBR, I'll follow up today.

Kind regards,

Jonathan Huddy

Education Facilities Officer | **School Infrastructure Management**
Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au
Finance and Infrastructure Group | **Education** | **ACT Government**
Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

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We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: EDU, Work Health and Safety <WHS.EDU@act.gov.au>

Sent: Friday, 10 April 2026 11:57 AM

To: Spence, Bradley <Bradley.Spence@act.gov.au>; Mosely, Ben <Ben.Mosely@act.gov.au>; Huddy, Jonathan <Jonathan.Huddy@act.gov.au>

Cc: Morton, Phillip <Phillip.Morton@act.gov.au>

Subject: FW: Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026

OFFICIAL

Morning Gents,

Please see below email from John Manders regarding an incident and a RM0009013

Worksafe are circling and he was wondering what the process is for having rectifications completed in this circumstance.

Could someone reach out to him please ?

Cheers

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations

| Complex Behaviour Support and WHS Branch | Service Design and Delivery | Education Directorate | ACT Government

Phone: 6207 0614|m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601

From: Manders, John <John.Manders@ed.act.edu.au>

Sent: Friday, 10 April 2026 10:14 AM

To: EDU, Work Health and Safety <WHS.EDU@act.gov.au>; EDU, Work Health and Safety <WHS.EDU@act.gov.au>; Atkins, Jessie <Jessie.Atkins@act.gov.au>; Dance, Alex <Alex.Dance@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; EDU EBMSFM <EDU.SFMEBMOoffice@act.gov.au>; EDU Feedback and Complaints <EDU.feedbackandcomplaints@act.gov.au>; EDU Legal Liaison <EDULegalLiaison@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; EDU Risk & Emergency Management

<EDURMA@act.gov.au>; EDU, CBS & WHS <EBMCBS.WHS@act.gov.au>; EDU, Chief Operating Officer Group <EDUCOO@act.gov.au>; EDU, Director-General Office <EDUDirectorGeneralOffice@act.gov.au>; EDU, EGMIDS <EGMIDS@act.gov.au>; EDU, School Operations Incidents <EDUincidents@act.gov.au>; EGMSDD <EGMSDD@act.gov.au>; EGMSlooffice <EGMSlooffice@act.gov.au>; Grech, Lisa <Lisa.Grech@act.gov.au>

Cc: Gwilliam, Stephen <Stephen.Gwilliam@act.gov.au>; McCreath, Kris (ACTEDU) <Kris.McCreath@ed.act.edu.au>

Subject: RE: Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026

OFFICIAL

Good Morning All,

I have put in a request for rectification for the concrete area as listed below - RM0009013, and understand WorkSafe visited the school yesterday and assessed the site.

Is there an update of next steps?

Regards

John



John Manders | Principal

02 6142 3166 | www.campbellhs.act.edu.au | Treloar Cres, Campbell ACT
Campbell High School | Education Directorate | ACT Government



I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present, and future.

From: EDU, Work Health and Safety <WHS.EDU@act.gov.au>

Sent: Thursday, 2 April 2026 3:05 PM

To: EDU, Work Health and Safety (ACTGOV) <WHS.EDU@act.gov.au>; Atkins, Jessie (ACTGOV) <Jessie.Atkins@act.gov.au>; Dance, Alex (ACTGOV) <Alex.Dance@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; EDU EBMSFM <EDU.SFMEBMOoffice@act.gov.au>; EDU Feedback and Complaints <EDU.feedbackandcomplaints@act.gov.au>; EDU Legal Liaison

<EDULegalLiaison@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; EDU Risk & Emergency Management <EDURMA@act.gov.au>; EDU, CBS & WHS <EBMCBS.WHS@act.gov.au>; EDU, Chief Operating Officer Group <EDUCOO@act.gov.au>; EDU, Director-General Office <edudirectorgeneraloffice@act.gov.au>; EDU, EGMIDS <EGMIDS@act.gov.au>; EDU, School Operations Incidents <EDUincidents@act.gov.au>; EGMSDD <egmsdd@act.gov.au>; EGMSIoffice <egmsioffice@act.gov.au>; Grech, Lisa (ACTGOV) <Lisa.Grech@act.gov.au>

Cc: Gwilliam, Stephen (ACTGOV) <Stephen.Gwilliam@act.gov.au>; Manders, John <John.Manders@ed.act.edu.au>

Subject: Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026

OFFICIAL

Dear colleagues

Please see details of an incident notified to WorkSafe ACT today, 2 April 2026.

 Rapid Internal Briefing - Notifiable Incident* *Notifiable to WorkSafe ACT in accordance with <i>Work Health and Safety Act 2011, Sections 35-39</i>	
Network / Business Unit	North/Gungahlin - Stephen Gwilliam
School / Location	Campbell High School
Principal / Manager	John Manders
Status of Affected Person	Parent
Type of Incident	Serious injury or illness - [REDACTED]
Date of Incident	24/03/2026
Time of Incident	4:30pm
Incident Details	Parent visitor fell near the school hall sustaining injuries to their legs
	- School Operations and WHS team were notified on 01 April 2026 - WHS Team will inspect and assess the area.
Emergency Services Attendance	ACT Ambulance Service ACT Fire and Rescue ACT Policing State Emergency Service
Regulator/s Notified	

Notified via telephone	☐ WorkSafe ACT ☐ Environment Protection Authority ☐ Electrical Inspectorate ☐ Health Protection Service		
Response			
Support provided or planned	☐ Individual Wellbeing Check ☐ EAP Information provided ☐ Early Intervention Physio Referral ☐ Group Wellbeing Session arranged ☐ Critical Incident Debrief ☐ Workers Comp. Claim Pack provided		
Reporting			
WorkSafe ACT Reference:	PC-0000003499	TRIM folder	SUB26/10890
Brief to Director General	Not required	Caveat Brief to Minister	Not required
Written notice to Regulator #	Complete	Incident Investigation #	Commenced
#			
Other comments			
Distribution of RIB			
☒ Director General ☒ Deputy Director General ☒ EEL, relevant Network ☒ Principal, School/College ☒ EDU Feedback & Complaints ☒ EDU Legal Liaison ☒ EDU Media	☒ EGM, School Improvement ☒ EGM, System Policy and Reform ☒ EGM, Chief Operating Officer ☒ EGM, Infrastructure and Digital Services ☒ EGM, Service Design & Delivery ☒ EDU Risk & Emergency Management ☒ EDU School Operations	☒ EBM, Schools Facility Management ☒ EBM, CBS & WHS ☐ EBM, People & Performance ☐ EBM, Engagement and Wellbeing Support Services ☐ EBM, Education Programs and Services	

Regards

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations

| Complex Behaviour Support and WHS Branch | Service Design and Delivery | Education Directorate | ACT Government

Phone: 6207 0614|m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601

From: [Huddy, Jonathan](#)
To: ["Manders, John"](#)
Cc: [EDU, SIM School Infrastructure Management](#); [McCreath, Kris \(ACTEDU\)](#)
Bcc: [Mosely, Ben](#); [Spence, Bradley](#)
Subject: Campbell High - Work Safe Incident
Date: Friday, 10 April 2026 12:26:00 PM

Hi again,

I attempted to call this morning after being contacted by Worksafe seeking an update and wanted to check how the incident is tracking and whether the school requires any further advice or support from SFM.

If the school hasn't already, please establish an exclusion zone around the trip hazard until rectified.

Kind regards,

Jonathan Huddy

Education Facilities Officer | School Infrastructure Management

Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au

Finance and Infrastructure Group | Education | ACT Government

Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

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We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Huddy, Jonathan
Sent: Thursday, 9 April 2026 11:57 AM
To: 'Manders, John' <John.Manders@ed.act.edu.au>
Cc: EDU, SIM School Infrastructure Management <EDUSIM@act.gov.au>; McCreath, Kris (ACTEDU) <Kris.McCreath@ed.act.edu.au>
Subject: RE: Campbell High - Follow up from Recent Visit

Hi John,

Please note that maintenance requests are required to be logged through iCBR to ensure they are appropriately recorded and managed.

Maintenance requests can be submitted directly by emailing iCBR.response@act.gov.au or completing a ["Repairs and Maintenance Service](#)

[Request](#)” form. Requests sent through other channels may not be actioned or may result in delays.

If you require assistance contacting iCBR, please reach out.

Thank you for your cooperation.

Jonathan Huddy

Education Facilities Officer | School Infrastructure Management

Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au

Finance and Infrastructure Group | Education | ACT Government

Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

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From: Manders, John <John.Manders@ed.act.edu.au>

Sent: Thursday, 9 April 2026 10:42 AM

To: Huddy, Jonathan <Jonathan.Huddy@act.gov.au>

Subject: Campbell High - Follow up from Recent Visit

UNOFFICIAL

Good morning,

Today work safe attended and looked at the concrete outside our library. They have intimated to the bso this is a serious problem. Can we please get some assistance in rectifying the problem.

Regards

From: McCreath, Kris <Kris.McCreath@ed.act.edu.au>

Sent: Thursday, April 9, 2026 10:31 am

To: Manders, John <John.Manders@ed.act.edu.au>

Subject: Fw: Campbell High - Follow up from Recent Visit

UNOFFICIAL

Get [Outlook for iOS](#)

From: Huddy, Jonathan <Jonathan.Huddy@act.gov.au>

Sent: Tuesday, April 7, 2026 2:49 pm

To: McCreath, Kris <Kris.McCreath@ed.act.edu.au>

Cc: EDU, SIM School Infrastructure Management <EDUSIM@act.gov.au>

Subject: Campbell High - Follow up from Recent Visit

OFFICIAL

Hi Kris,

Thank you again for taking the time to meet with me recently.

As discussed, Please find my completed report from my visit. I've also included the [link](#) to the facilities compliance page for reference.

Please feel free to get in touch if you have any questions, or if there's anything further you'd like to discuss.

Kind regards,

Jonathan Huddy

Education Facilities Officer | School Infrastructure Management

Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au

Finance and Infrastructure Group | Education | ACT Government

Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

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We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: [EDU_School Operations Incidents](#)
To: [Atkins, Jessie](#); [Attridge, Vanessa](#); [Borton, Jason](#); [Brendas, Tina](#); [Collins, Steve](#); [Dance, Alex](#); [DDGEDUoffice](#); [Dowla, Sadib](#); [EBM_DSST](#); [EDU EBMSFM](#); [EDU ELSO Office](#); [EDU Feedback and Complaints](#); [EDU Legal Liaison](#); [EDU Media](#); [EDU Risk & Emergency Management](#); [EDU_CBS & WHS](#); [EDU_Chief Operating Officer Group](#); [EDU_Child Safety](#); [EDU_Director-General Office](#); [EDU_Early Intervention and Wellbeing](#); [EDU_Early Childhood Education](#); [EDU_EBM AMD](#); [EDU_EBM P&P](#); [EDU_EGMIDS](#); [EDU_eSafety](#); [EDU_HR Business Partners](#); [EDU_School Operations Incidents](#); [EDU_Schools Management Model](#); [EDU_Work Health and Safety](#); [Edwards, Craig](#); [EGMSDD](#); [EGMSIoffice](#); [Eppelstun, Krystal](#); [Fenn, Belinda](#); [Godwin, Tamara](#); [Grech, Lisa](#); [Gwilliam, Stephen](#); [Huxley, Mark](#); [James, Brooke](#); [Jones, Tegan](#); [Laurent, Kristen](#); [Matthews, David](#); [McKay, Murray](#); [Moore, Nicole](#); [Patrick, Sally](#); [Preschool](#); [Reardon, Eleanor \(ACTEDU\)](#); [Russell, Rebecca \(ACTEDU\)](#); [Russell, Rebecca-A](#); [Seton, Sam](#); [Smith, Rebecca](#); [Spence, Angela](#); [Stirling, Mark](#); [Willis, Kris](#); [Wood, Jo](#); [Perkins, Anita](#)
Cc: [EDU_School Operations Incidents](#)
Subject: Incident SITREP- Campbell High School- 24 March 2026
Date: Friday, 10 April 2026 3:40:24 PM
Attachments: [image001.png](#)

OFFICIAL

Incident SITREP

SCHOOL NAME	Campbell High School		
INCIDENT TYPE	Parent Injury		
INCIDENT LEVEL	2 Note incident may be re-triaged as information comes to hand		
SCHOOL NETWORK	North/Gungahlin		
DATE OF INCIDENT	24/03/2026	DATE REPORTED	01/04/2026
CHILD SAFETY CONCERN	No		
INCIDENT SUMMARY	At approximately 4:30pm, during parent teacher interviews, the parent of a year [REDACTED] student fell sustaining injuries to both legs.		
EMERGENCY SERVICES	[REDACTED]		
SCHOOL PRINCIPAL	John Manders		
EEL / NETWORK	Stephen Gwilliam- North/Gungahlin		
FURTHER INFORMATION	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] - WHS notified WorkSafe. [REDACTED]		
ESO REFERRALS	☐ Child Safety Officer ☐ Clinical Practice ☐ Complex Behaviour Support ☐ CYF Liaison ☐ DSST ☐ e-Safety ☐ Early Childhood Education ☐ Early Intervention & Wellbeing ☐ EDU Info Access ☐ EDU Privacy ☐ Feedback & Complaints ☐ HRBP ☐ Inclusion ☐ International Education ☐ Legal Liaison ☐ Media & Comms ☐ OVCCM ☐ People Cases ☐ RSEM ☐ SFM ☐ WHS		
ADDITIONAL REPORTING	☐ CECA notification completed ☐ Minister's Office notified ☐ Caveat to be prepared		

If you require further information about this incident, please contact EDUincidents@act.gov.au

Hannah Rinck

a/g Director, School Operations

E: SchoolOperations@act.gov.au **P:** (02) 6205 5662

School Improvement Group | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601

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From: [Manders, John](#)
To: [McCreath, Kris \(ACTEDU\)](#)
Subject: Fw: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499
Attachments: [image003.png](#)
[image002.png](#)

From: EDU, Work Health and Safety
Sent: Friday, April 10, 2026 12:50 pm
To: Manders, John
Cc: McCreath, Kris ; Grech, Lisa (ACTGOV) ; Dance, Alex (ACTGOV)
Subject: RE: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

OFFICIAL

Hi John,

I apologise for the lengthy email.

Thanks for your time on the phone and I wanted to let you know that I have escalated the maintenance request to SFM on your behalf and have requested the most recent School Risk Register from Risk, Security and Emergency Management team.

I wanted to provide a clear summary of the information that school can supply in relation to the incident and any follow-up work that needs to be done to satisfy the request for information from WorkSafe ACT.

1. Incident report – 24 March 2026

The incident was formally reported through the Directorate system (Sentral/Safety Portal).

The report captures:

Date, time and location

What happened

Immediate actions taken at the time

The school has a documented and well-understood process for incident and notifiable incident reporting, as reflected in the School Safety Checklist and Incidents reportable to School Ops flow chart

2. Risk assessment following the incident

A location-specific risk assessment was completed after the incident.

This assessment focused on slip and trip hazards and identified interim controls to reduce risk.

Likely evidence –

School Safety Checklist show that:

- Risk assessments are routinely undertaken
- Staff are consulted where required
- Controls and actions are documented and monitored as part of normal WHS practice

3. Hazard identification and site walkthroughs

School Safety Checklists includes inspection of:

- Pathways, stairs and high-traffic areas
- Slip, trip and fall hazards
- General housekeeping and maintenance issues

These walkthroughs are conducted regularly, with:

- Hazards recorded
- Follow-up actions noted
- Ongoing monitoring where rectification is pending

Formal site safety assessments are completed at least once per semester and retained as evidence. – This was completed recently ?

4. Requests to fix concrete trip hazards

The school can provide evidence showing efforts to address the concrete trip hazards, including:

- Infrastructure and maintenance requests lodged through Directorate systems (e.g. Job Logger / Property Group)
- Records of follow-up and escalation where works have not yet occurred
- Requests for quotes or advice from external providers where applicable

The checklist show that:

- Maintenance registers are in use
- The BSO conducts regular inspections
- Hazards that cannot be fixed locally are formally escalated and tracked

5. WHS policies and procedures

The school can provide:

- Local WHS procedures aligned with Directorate policy
- Evidence of staff consultation (staff meetings, WHS agenda items, noticeboards)

Clear processes for:

- Hazard reporting
- Issue resolution
- Risk management

Additional context – *School Safety Checklist*

While several trip hazards were identified, the documentation demonstrates that:

- Hazards are actively and routinely identified through inspections and walkthroughs
- Risks are assessed and controlled where reasonably practicable
- Hazards requiring capital or infrastructure works are escalated through Directorate processes and monitored until resolved

Please let me know if you'd like any of this information unpacked further or if you'd like support pulling the documents together.

Cheers

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations
| Complex Behaviour Support and WHS Branch | Service Design and Delivery |
Education Directorate | ACT Government

Phone: 6207 0614|m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611
 | GPO Box 158 Canberra ACT 2601

From: Holden, Jess

Sent: Friday, 10 April 2026 12:06 PM

To: Manders, John (ACTEDU) ; Rice, Jim

Cc: Seagrove, Heather

Subject: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

OFFICIAL

Good Morning John,

Thank you for talking my call earlier and discussing the incident that occurred on 24-03-2026. As mentioned Inspector Seagrove and I attended Campbell Highschool yesterday to inspect the location of the incident, your BSO Ryan showed us the area and provided some details.

You will receive a report from WorkSafe to inform you of our visit.

Our concerns are that at least 11 trip hazards were identified in a small yet highly utilised area with some potentially being over 7 years old.

As you are aware there are duties under the Work Health Safety Act 2011 and Work Health Safety Regulations to manage hazards within the workplace.

You mentioned before, post incident, that assessments had been made and requests for concrete shaving/grinding have been sent with no responses back yet.

This is a great step, and we appreciate the proactive nature you are tasking.

To help us better understand the processes you have in place for risk mitigation and or controls, could you please send the following documents/information:

- Copy of incident report from the 24-03-2026 fall incident
- A copy of risk assessment report following the incident
- Copy of the last school hazard identification report (walk through report)
- Any documents that provide evidence of your requests to rectify the concrete trip hazards
 - Infrastructure request
 - Any requests to private business for repair quotes
- School WHS policies and or procedures

After we receive the above, we may request more details or alternative evidence.

As your business manager is away, could you please ensure the above is provided no later than 24/04/26.

Should there be any issues in providing the information or documents please let me know.

Once we have reviewed, we will be in contact.

Thank you again for your time, if you have any questions, please let me know.

My contact number is [REDACTED]

Kind regards,

Jess Holden | Regulatory Support Coordinator

Compliance and Enforcement Operations

E: jess.holden@worksafe.act.gov.au

Office of the Work Health and Safety Commissioner



GPO Box 158 Canberra ACT 2601



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From: [Gulliver, Emily](#) on behalf of [EDU Risk & Emergency Management](#)
To: [EDU, Work Health and Safety](#); [Beecher, Andrew](#)
Cc: [Grech, Lisa](#); [EDU Risk & Emergency Management](#)
Subject: RE: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499
Date: Wednesday, 15 April 2026 1:58:24 PM
Attachments: [image001.png](#)
[image003.png](#)
[20240411_Campbell High School_V1.2 \(1\).xlsx](#)
[image004.png](#)

OFFICIAL

Hi Jim,

As RSEM were not initially flagged to follow-up with this incident, we are not aware of any risk assessments that may have been completed for the event (if there was one).

[@Beecher, Andrew](#) from EPS may be able to help in this respect as a MHRA should have been completed by the school if this person was visiting as part of an event.

I have also attached the most recent Risk Register that we have on file for the school. Although there is always the chance that this has been updated at the school and not provided to RSEM for record keeping. The attached version was last reviewed by our team in November 2024. We will reach out to John Manders to arrange a time to go through the register and update where needed.

Kind Regards,

Emily Gulliver (*on behalf of Risk, Security and Emergency Management*)

Email: EDURMA@act.gov.au

Risk, Security and Emergency Management | Governance Branch | Education Directorate | ACT Government
 Level 4, 220 London Cct, CANBERRA CITY ACT 2601 | GPO Box 158 Canberra ACT 2601

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From: EDU, Work Health and Safety

Sent: Friday, 10 April 2026 12:10 PM

To: EDU Risk & Emergency Management

Cc: Grech, Lisa

Subject: FW: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

OFFICIAL

Hi team,

We've received the below from Worksafe regarding risk assessments amongst other things at Campbell High School.

Could you please forward the most recent risk assessment for the school through at your earliest convenience?

Cheers

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations

**| Complex Behaviour Support and WHS Branch | Service Design and Delivery |
 Education Directorate | ACT Government**

Phone: 6207 0614 | m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 |
 GPO Box 158 Canberra ACT 2601

From: Holden, Jess <Jess.Holden@worksafe.act.gov.au>

Sent: Friday, 10 April 2026 12:06 PM

To: Manders, John (ACTEDU) <John.Manders@ed.act.edu.au>; Rice, Jim <Jim.Rice@act.gov.au>

Cc: Seagrove, Heather <Heather.Seagrove@worksafe.act.gov.au>

Subject: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

OFFICIAL

Good Morning John,

Thank you for talking my call earlier and discussing the incident that occurred on 24-03-2026.

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You mentioned before, post incident, that assessments had been made and requests for concrete shaving/grinding have been sent with no responses back yet.

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To help us better understand the processes you have in place for risk mitigation and or controls, could you please send the following documents/information:

- Copy of incident report from the 24-03-2026 fall incident
- A copy of risk assessment report following the incident
- Copy of the last school hazard identification report (walk through report)
- Any documents that provide evidence of your requests to rectify the concrete trip hazards
 - Infrastructure request
 - Any requests to private business for repair quotes
- School WHS policies and or procedures

After we receive the above, we may request more details or alternative evidence.

As your business manager is away, could you please ensure the above is provided no later than 24/04/26.

Should there be any issues in providing the information or documents please let me know.

Once we have reviewed, we will be in contact.

Thank you again for your time, if you have any questions, please let me know.

My contact number is [REDACTED].

Kind regards,

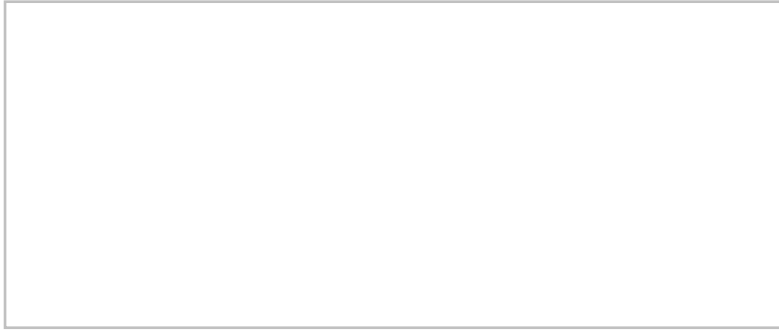
Jess Holden | Regulatory Support Coordinator

Compliance and Enforcement Operations

E: jess.holden@worksafe.act.gov.au

Office of the Work Health and Safety Commissioner

GPO Box 158 Canberra ACT 2601



IMPORTANT

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OFFICIAL - Sensitive - Education Directorate													Campbell High School - 2024												
Risk Reference	The Risk:	Source:	Impact / Outcome	Risk Owner	Risk Controls Currently in Place	Risk Rating				Control Effective	Further Treatments	Comments													
						Consequence	Likelihood	Inherent	Residual																
1																									
2																									

OFFICIAL - Sensitive - Education Directorate											
Campbell High School - 2024											
Risk Reference	Risk Category	The Risk:	Source:	Impact / Outcome	Risk Owner	Risk Controls Currently in Place	Risk Rating			Control Effective Further Treatments	Comments
							Consequence	Likelihood	Inherent		
3											
4	People	School infrastructure is not adequate to provide appropriate educational outcomes			Principal	2b. School conducts maintenance checks routinely and initiate maintenance tasks where needed. Seek Directorate support as per School Management Manual.	4	3	High	Inadequate	No
		3. Uneven surfaces Concrete cracks									

OFFICIAL - Sensitive - Education Directorate										Campbell High School - 2024									
Risk Reference	Risk Category	The Risk:	Source:	Impact / Outcome	Risk Owner	Risk Controls Currently in Place	Risk Rating			Control Effective	Further Treatments								Comments
							Cons equence	Likelihood	Inherent										
5																			
6																			
7																			
6																			
7																			

From: [Manders, John](#)
To: [McCreath, Kris \(ACTEDU\)](#)
Subject: Fw: Campbell High - Work Safe Incident
Attachments: [image001.png](#)
[image002.png](#)

From: Huddy, Jonathan
Sent: Thursday, April 16, 2026 7:58:06 AM
To: Manders, John
Cc: EDU, SIM School Infrastructure Management
Subject: Campbell High - Work Safe Incident

Hi John,

Just keeping you in the loop. The contractor is organising a quote for the rectification works and it should be sent to you shortly for consideration.

Regards,

Jonathan Huddy

Education Facilities Officer | School Infrastructure Management

Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au

Finance and Infrastructure Group | Education | ACT Government

Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

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We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: iCBR, Response
Sent: Wednesday, 15 April 2026 3:34 PM
To: Huddy, Jonathan
Cc: Rice, Jim
Subject: RE: URGENT - Campbell High - Work Safe Incident

Hi Jonathan,

I have spoken to the contractor assigned to this request and they are preparing a quote, once we receive the quote we will send to the school for their consideration.

Thanks,

Jamie

Jamie Isaacson, A/g Assistant Director, Intake
Property Services Operations | Delivery – Places and Spaces
Infrastructure Canberra | ACT Government
Phone: 02 6205 2413 | Email: jamie.isaacson@act.gov.au





From: Huddy, Jonathan <Jonathan.Huddy@act.gov.au>

Sent: Monday, 13 April 2026 1:39 PM

To: iCBR, Response <iCBR.Response@act.gov.au>

Cc: Rice, Jim <Jim.Rice@act.gov.au>

Subject: URGENT - Campbell High - Work Safe Incident

Hi team,

John Manders, the principal at Campbell High, has asked me to assist in organising some rectification works to be carried out at Campbell high.

An individual tripped over some raised concrete, I believe outside the school library, and has created a notifiable work safe incident.

John explained that he has raised a work order with iCBR, so I am just following up to see if this has been actioned.

Please let me know if I can do anything from my end.

Kind regards,

Jonathan Huddy

Education Facilities Officer | School Infrastructure Management

Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au

Finance and Infrastructure Group | Education | ACT Government

Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

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From: Manders, John <John.Manders@ed.act.edu.au>

Sent: Friday, 10 April 2026 12:41 PM

To: Rice, Jim <Jim.Rice@act.gov.au>; Huddy, Jonathan <Jonathan.Huddy@act.gov.au>

Cc: EDU, SIM School Infrastructure Management <EDUSIM@act.gov.au>; McCreath, Kris (ACTEDU) <Kris.McCreath@ed.act.edu.au>

Subject: Re: Campbell High - Work Safe Incident

OFFICIAL

Afternoon Johnathon,

Been talking to Jim today and followed your instruction re repairs. If you and Jim could support getting the repairs organised that would be great.

Regards

From: Huddy, Jonathan <Jonathan.Huddy@act.gov.au>

Sent: Friday, April 10, 2026 12:26:07 PM

To: Manders, John <John.Manders@ed.act.edu.au>

Cc: EDU, SIM School Infrastructure Management <EDUSIM@act.gov.au>; McCreath, Kris <Kris.McCreath@ed.act.edu.au>

Subject: Campbell High - Work Safe Incident

OFFICIAL

Hi again,

I attempted to call this morning after being contacted by Worksafe seeking an update and wanted to check how the incident is tracking and whether the school requires any further advice or support from SFM.

If the school hasn't already, please establish an exclusion zone around the trip hazard until rectified.

Kind regards,

Jonathan Huddy

Education Facilities Officer | School Infrastructure Management

Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au

Finance and Infrastructure Group | Education | ACT Government

Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

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We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Huddy, Jonathan

Sent: Thursday, 9 April 2026 11:57 AM

To: 'Manders, John' <John.Manders@ed.act.edu.au>

Cc: EDU, SIM School Infrastructure Management <EDUSIM@act.gov.au>; McCreath, Kris (ACTEDU) <Kris.McCreath@ed.act.edu.au>

Subject: RE: Campbell High - Follow up from Recent Visit

Hi John,

Please note that maintenance requests are required to be logged through iCBR to ensure they are appropriately recorded and managed.

Maintenance requests can be submitted directly by emailing

iCBR.response@act.gov.au or completing a [“Repairs and Maintenance Service Request”](#) form. Requests sent through other channels may not be actioned or may result in delays.

If you require assistance contacting iCBR, please reach out.

Thank you for your cooperation.

Jonathan Huddy

Education Facilities Officer | School Infrastructure Management

Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au

Finance and Infrastructure Group | Education | ACT Government

Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

www.act.gov.au | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Manders, John <John.Manders@ed.act.edu.au>

Sent: Thursday, 9 April 2026 10:42 AM

To: Huddy, Jonathan <Jonathan.Huddy@act.gov.au>

Subject: Campbell High - Follow up from Recent Visit

UNOFFICIAL

Good morning,

Today work safe attended and looked at the concrete outside our library. They have intimated to the bso this is a serious problem. Can we please get some assistance in rectifying the problem.

Regards

From: McCreath, Kris <Kris.McCreath@ed.act.edu.au>

Sent: Thursday, April 9, 2026 10:31 am

To: Manders, John <John.Manders@ed.act.edu.au>

Subject: Fw: Campbell High - Follow up from Recent Visit

UNOFFICIAL

Get [Outlook for iOS](#)

From: Huddy, Jonathan <Jonathan.Huddy@act.gov.au>

Sent: Tuesday, April 7, 2026 2:49 pm

To: McCreath, Kris <Kris.McCreath@ed.act.edu.au>

Cc: EDU, SIM School Infrastructure Management <EDUSIM@act.gov.au>

Subject: Campbell High - Follow up from Recent Visit

OFFICIAL

Hi Kris,

Thank you again for taking the time to meet with me recently.

As discussed, Please find my completed report from my visit. I've also included the [link](#) to the facilities compliance page for reference.

Please feel free to get in touch if you have any questions, or if there's anything further you'd like to discuss.

Kind regards,

Jonathan Huddy

Education Facilities Officer | School Infrastructure Management

Mobile: 0408 406 985 | Email: jonathan.huddy@act.gov.au

Finance and Infrastructure Group | Education | ACT Government

Level 4, 220 London Circuit Canberra City ACT 2601

GPO Box 158 Canberra ACT 2601

www.act.gov.au | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution

they make to the life of this city and this region.

From: [Manders, John](#)
To: [McCreath, Kris \(ACTEDU\)](#)
Subject: FW: Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)



John Manders | Principal

02 6142 3166 | www.campbellhs.act.edu.au | Treloar Cres, Campbell ACT
Campbell High School | Education Directorate | ACT Government



I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present, and future.

From: Manders, John

Sent: Friday, 10 April 2026 10:14 AM

To: 'EDU, Work Health and Safety' ; EDU, Work Health and Safety (ACTGOV) ; Atkins, Jessie (ACTGOV) ; Dance, Alex (ACTGOV) ; DDGEDUoffice ; EDU EBMSFM ; EDU Feedback and Complaints ; EDU Legal Liaison ; EDU Media ; EDU Risk & Emergency Management ; EDU, CBS & WHS ; EDU, Chief Operating Officer Group ; EDU, Director-General Office ; EDU, EGMIDS ; EDU, School Operations Incidents ; EGMSDD ; EGMSloffice ; Grech, Lisa (ACTGOV)

Cc: Gwilliam, Stephen (ACTGOV) ; McCreath, Kris

Subject: RE: Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026

Good Morning All,

I have put in a request for rectification for the concrete area as listed below - RM0009013, and understand WorkSafe visited the school yesterday and assessed the site.

Is there an update of next steps?

Regards

John



John Manders | Principal

02 6142 3166 | www.campbellhs.act.edu.au | Treloar Cres, Campbell ACT
Campbell High School | Education Directorate | ACT Government



I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present, and future.

From: EDU, Work Health and Safety <WHS.EDU@act.gov.au>
Sent: Thursday, 2 April 2026 3:05 PM
To: EDU, Work Health and Safety (ACTGOV) <WHS.EDU@act.gov.au>; Atkins, Jessie (ACTGOV) <Jessie.Atkins@act.gov.au>; Dance, Alex (ACTGOV) <Alex.Dance@act.gov.au>; DDGEDUoffice <DDGEDUoffice@act.gov.au>; EDU EBMSFM <EDU.SFMEBMO@act.gov.au>; EDU Feedback and Complaints <EDU.feedbackandcomplaints@act.gov.au>; EDU Legal Liaison <EDULegalLiaison@act.gov.au>; EDU Media <EDU.Media@act.gov.au>; EDU Risk & Emergency Management <EDURMA@act.gov.au>; EDU, CBS & WHS <EBMCBS.WHS@act.gov.au>; EDU, Chief Operating Officer Group <EDUCOO@act.gov.au>; EDU, Director-General Office <edudirectorgeneraloffice@act.gov.au>; EDU, EGMIDS <EGMIDS@act.gov.au>; EDU, School Operations Incidents <EDUincidents@act.gov.au>; EGMSDD <egmsdd@act.gov.au>; EGMSIoffice <egmsioffice@act.gov.au>; Grech, Lisa (ACTGOV) <Lisa.Grech@act.gov.au>
Cc: Gwilliam, Stephen (ACTGOV) <Stephen.Gwilliam@act.gov.au>; Manders, John <John.Manders@ed.act.edu.au>
Subject: Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026

OFFICIAL

Dear colleagues

Please see details of an incident notified to WorkSafe ACT today, 2 April 2026.

 Rapid Internal Briefing - Notifiable Incident*	
*Notifiable to WorkSafe ACT in accordance with Work Health and Safety Act 2011, Sections 35-39	
Network / Business Unit	North/Gungahlin - Stephen Gwilliam
School / Location	Campbell High School
Principal / Manager	John Manders
Status of Affected Person	Parent
Type of Incident	Serious injury or illness - immediate treatment as an in-patient
Date of Incident	24/03/2026
Time of Incident	4:30pm
Incident Details	Parent visitor fell near the school hall sustaining injuries to their legs 

	• [REDACTED] • [REDACTED] • School Operations and WHS team were notified on 01 April 2026 • WHS Team will inspect and assess the area.		
Emergency Services Attendance	☐ ACT Ambulance Service ☐ ACT Policing	☐ ACT Fire and Rescue ☐ State Emergency Service	
Regulator/s Notified			
Notified via telephone	☐ WorkSafe ACT ☐ Environment Protection Authority	☐ Electrical Inspectorate ☐ Health Protection Service	
Response			
Support provided or planned	☐ Individual Wellbeing Check ☐ EAP Information provided ☐ Early Intervention Physio Referral	☐ Group Wellbeing Session arranged ☐ Critical Incident Debrief ☐ Workers Comp. Claim Pack provided	
Reporting			
WorkSafe ACT Reference:	PC-0000003499	TRIM folder	SUB26/10890
Brief to Director General	Not required	Caveat Brief to Minister	Not required
Written notice to Regulator #	Complete	Incident Investigation #	Commenced
#			
Other comments			
Distribution of RIB			
Director General	EGM, School Improvement	EBM, Schools Facility Management	
Deputy Director General	EGM, System Policy and Reform	EBM, CBS & WHS	
EEL, relevant Network	EGM, Chief Operating Officer	☐ EBM, People & Performance	
Principal, School/College	EGM, Infrastructure and Digital	☐ EBM, Engagement and Wellbeing	
EDU Feedback & Complaints	Services	Support Services	
EDU Legal Liaison	EGM, Service Design & Delivery	☐ EBM, Education Programs and	
EDU Media	EDU Risk & Emergency Management	Services	
	EDU School Operations		

Regards

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations

| Complex Behaviour Support and WHS Branch | Service Design and Delivery | Education Directorate | ACT Government

Phone: 6207 0614|m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601



Physical Injury - Mar 2026

INCIDENT175008

Lodgement

The following information, including your personal information, is collected for the purposes of managing work safety risks and to meet ACT Government responsibilities under the Work Health and Safety Act 2011.

Your personal information collected by reporting a workplace incident will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014 and in accordance with the Work Health and Safety Act 2011. More details about how your personal information will be collected, stored, secured, used, and disclosed when using the Safety Portal System are available in the [C MTEDD Privacy Notice](#) on the [CMTEDD](#) website.

By submitting an incident report, you agree and accept this Privacy Statement.

I am reporting about:

- An Incident

This incident happened to:

- Someone Else

Do you know this person?

- No

Details

Describe what happened (include details about before, during and after the incident):

Member of Public (Parent/Carer) tripped on concrete while attending the school Parent Teacher Night

Was violence or inappropriate behaviour involved?

- No

What body part(s) were affected?

- Ankle

What immediate treatment(s) were received?



Where did this happen?

- ACT Government Site

Which site did the incident happen?

Status	Page name
	Campbell High School
Tags:	

Building:

Campbell High School

Directorate:

EDU

When did this happen?

 Tue, 24 Mar 2026, 05:00 pm, AEDT

Did anyone see it happen?

- No

Add any relevant images or files?

	00007614 - WPV Report.pdf 100.83 kB Uploaded on Fri, 24 Apr 2026, 10:57 am
--	---

Next Steps

This incident report will be sent to:

- The WHS team of the work area below
- The Work Safety Group

More information about [who will see your report and](#)

Please confirm or select the work area that is responsible for this report.

Manager Response

The Manager Response is reviewing the incident to identify causation.

Incident Outline

Incident outline:

Member of Public (Parent/Carer) tripped on concrete while attending the school Parent Teacher Night

Review the Circumstances

When did you start to review this incident?

 Fri, 1 May 2026, AEST

Analyse Contributing Factors

What led / contributed to the event or situation?

- Physical environment

Please provide details for each of the selected criteria:

As above

Follow-Up and Long Term Actions

Describe what has been done to support the injured and/or ill person and/or others affected:

Provide details of any actions taken/changes made to avoid reoccurrence: If no actions taken/changes made, provide the reasons:

Work Safe have investigated and the concrete area is being replaced

Details of the specific supports to be provided and actions to be taken by the Manager in response to this event or situation should be captured and tracked below:

Action	Assigned to	Due / Closed
No actions added		

By creating or attaching in-incident actions in this way, the assignee receives view access to this stage of the incident, so please consider the sensitivity of the incident in order to maintain a level of privacy. If the assignee is not required to have view access to this stage, please create this as a standalone action using the Actions Manager under the To-Do tab.

RECORD 23

Please add any files or reports which are relevant to this incident investigation or your response to it as a supervisor/manager:



No files added

Sign-Off

Outline anything else you wish to add about this incident:

Manager's Response completed by:

Person



John Manders (EDU)

Manager's response sign-off date:

 Fri, 1 May 2026, AEST



No injury or no illness - Mar 2026

INCIDENT175010

Lodgement

The following information, including your personal information, is collected for the purposes of managing work safety risks and to meet ACT Government responsibilities under the Work Health and Safety Act 2011.

Your personal information collected by reporting a workplace incident will be handled in accordance with the Territory Privacy Principles in Schedule 1 of the Information Privacy Act 2014 and in accordance with the Work Health and Safety Act 2011. More details about how your personal information will be collected, stored, secured, used, and disclosed when using the Safety Portal System are available in the [C MTEDD Privacy Notice](#) on the [CMTEDD](#) website.

By submitting an incident report, you agree and accept this Privacy Statement.

I am reporting about:

- An Incident

This incident happened to:

- Someone Else

Do you know this person?

- No

Details

Describe what happened (include details about before, during and after the incident):

Member of the public tripped on concrete footpath while attending parent teacher night

Was violence or inappropriate behaviour involved?

- No

What body part(s) were affected?

- Ankle

What immediate treatment(s) were received?



Where did this happen?

- ACT Government Site

Which site did the incident happen?

Status	Page name
	Campbell High School
Tags:	

Building:

Campbell High School

Directorate:

EDU

When did this happen?

 Tue, 24 Mar 2026, 05:00 pm, AEDT

Did anyone see it happen?

- No

Add any relevant images or files?



No files added

Next Steps

This incident report will be sent to:

- The WHS team of the work area below
- The Work Safety Group

More information about [who will see your report and](#)

Please confirm or select the work area that is responsible for this report.

Manager Response

The Manager Response is reviewing the incident to identify causation.

Incident Outline

Incident outline:

Member of the public tripped on concrete footpath while attending parent teacher night

Review the Circumstances

When did you start to review this incident?

 Tue, 12 May 2026, AEST

Analyse Contributing Factors

What led / contributed to the event or situation?

- Physical environment

Please provide details for each of the selected criteria:

As above

Follow-Up and Long Term Actions

Describe what has been done to support the injured and/or ill person and/or others affected:

As above

Provide details of any actions taken/changes made to avoid reoccurrence: If no actions taken/changes made, provide the reasons:

Work safe have investigated and reoperations begun.

Details of the specific supports to be provided and actions to be taken by the Manager in response to this event or situation should be captured and tracked below:

Action	Assigned to	Due / Closed
No actions added		

By creating or attaching in-incident actions in this way, the assignee receives view access to this stage of the incident, so please consider the sensitivity of the incident in order to maintain a level of privacy. If the assignee is not required to have view access to this stage, please create this as a standalone action using the Actions Manager under the To-Do tab.

 No files added

Sign-Off

Outline anything else you wish to add about this incident:

-

Manager's Response completed by:

Person	
	John Manders (EDU)

Manager's response sign-off date:

 Tue, 12 May 2026, AEST

From: [McCreath, Kris](#)
To: [EDU, Work Health and Safety](#); [Manders, John \(ACTEDU\)](#)
Cc: [Grech, Lisa](#); [Dance, Alex](#); [EDU, Work Health and Safety](#)
Subject: RE: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499
Date: Friday, 24 April 2026 1:30:44 PM
Attachments: [image001.png](#)
[image004.png](#)
[image003.jpg](#)
[image005.jpg](#)
[image006.png](#)
[FW Rapid Internal Briefing - Notifiable Incident - Campbell High School - 24 March 2026.msg](#)
[00007614 - WPV Report.pdf](#)
[Quote - Concrete Grinding.pdf](#)
[Risk Assessment - 25 March - Library Hall Trip Hazards.doc](#)
[Campbell High School - Concrete Repairs.msg](#)
[Secondary Safety Check lists Sem 2 2025.doc](#)
[BSO Job Logger - Campbell HS.xlsx](#)
[Fw Infrastructure Canberra PGI Work Order 305144 Confirmation.msg](#)

OFFICIAL

Hi Team,

Please find attached and below some information to assist with updating WorkSafe ACT regarding the trip hazard/incident at Campbell High School.

1. **Incident report** – I believe the attached report covered the incident. Our SAS system covers student incidents; However, I have completed an incident form on the Directorate system today.
2. **Risk assessment following incident.** – John and I inspected the area the next morning. I have documented that risk assessment and noted our next steps.
3. **Hazard identification.** The school has a few ways in which hazards are identified. The main mechanisms are the BSO job logger through SAS homepage, and/or contacting the BSO/Business Manager/Front Office directly.
 - Routine safety checks are completed twice a year, and these capture a more general overview of the school's condition over a semester period. Our recent safety check captured items like general tidiness and lighting throughout the school, which has been addressed in the holidays.
 - I have included an extract of our BSO job logger to give an understanding of the type of issues that are raised by staff
 - Something else that is less documented in our policies is the ongoing daily consultation between Business Manager/Principal/BSO. As all staff are onsite each day, informal morning catch ups capture day to day tasks/issues. Communication between these stakeholders happens multiple times a day so minor hazards are usually captured in daily walk throughs and monitoring of the school site.
4. **Requests to fix concrete trip hazards.**
 - I've attached correspondence and a quote. The school remarked the areas following the incident and proceeded to seek quotes for rectification.
 - Concrete grinding repairs have been approved through ACT Property Group (we are awaiting a start date) and the school is in discussion with [REDACTED] to obtain quotes for full replacement of the concrete areas (to be programmed for school holidays). Correspondence and quote attached.
 - School has barricaded the area until concrete grinding takes place.
5. **WHS policies and procedures.**
 - Assistance from the Directorate requested. I assume the Directorate would have more extensive documents outlining how schools manage WHS.

- School induction processes include briefing staff on reporting hazards to the BSO or Business Manager. Staff are also made aware of the BSO Job Logger through SAS. Regular staff meetings and executive staff meetings include standing items for staff to raise issues or concerns. Meetings are held weekly and fortnightly throughout the term.

We will keep you guys updated once we have more information about the repairs and when they will be scheduled.

If you have any questions, just let me know.

Cheers,

Kris McCreath | Business Manager

Campbell High School

Every Student, Every Lesson, Every Day

02 6142 3170 | 0466 000 510 | kris.mccreath@ed.act.edu.au

15 Treloar Cres, Campbell | ACT Education Directorate | ACT Government

www.campbellhs.act.edu.au

From: EDU, Work Health and Safety

Sent: Tuesday, 21 April 2026 1:54 PM

To: Manders, John

Cc: McCreath, Kris ; Grech, Lisa (ACTGOV) ; Dance, Alex (ACTGOV) ; EDU, Work Health and Safety (ACTGOV)

Subject: RE: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

Importance: High

OFFICIAL

Hi John and Kris

Just wondering how you have progressed with the below and whether you have received any further contact from Worksafe ACT?

please let me know if you need any assistance

Cheers

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations

**| Complex Behaviour Support and WHS Branch | Service Design and Delivery |
Education Directorate | ACT Government**

Phone: 6207 0614 | m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO
Box 158 Canberra ACT 2601

From: EDU, Work Health and Safety

Sent: Friday, 10 April 2026 12:51 PM

To: Manders, John (ACTEDU) <John.Manders@ed.act.edu.au>

Cc: McCreath, Kris (ACTEDU) <Kris.McCreath@ed.act.edu.au>; Grech, Lisa
<Lisa.Grech@act.gov.au>; Dance, Alex <Alex.Dance@act.gov.au>

Subject: RE: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

Hi John,

I apologise for the lengthy email.

Thanks for your time on the phone and I wanted to let you know that I have escalated the maintenance request to SFM on your behalf and have requested the most recent School Risk

Register from Risk, Security and Emergency Management team.

I wanted to provide a clear summary of the information that school can supply in relation to the incident and any follow-up work that needs to be done to satisfy the request for information from WorkSafe ACT.

1. Incident report – 24 March 2026

The incident was formally reported through the Directorate system (Sentral/Safety Portal).

The report captures:

Date, time and location

What happened

Immediate actions taken at the time

The school has a documented and well-understood process for incident and notifiable incident reporting, as reflected in the School Safety Checklist and Incidents reportable to School Ops flow chart

2. Risk assessment following the incident

A location-specific risk assessment was completed after the incident.

This assessment focused on slip and trip hazards and identified interim controls to reduce risk.

Likely evidence –

School Safety Checklist show that:

- Risk assessments are routinely undertaken
- Staff are consulted where required
- Controls and actions are documented and monitored as part of normal WHS practice

3. Hazard identification and site walkthroughs

School Safety Checklists includes inspection of:

- Pathways, stairs and high-traffic areas
- Slip, trip and fall hazards
- General housekeeping and maintenance issues

These walkthroughs are conducted regularly, with:

- Hazards recorded
- Follow-up actions noted
- Ongoing monitoring where rectification is pending

Formal site safety assessments are completed at least once per semester and retained as evidence. – This was completed recently ?

4. Requests to fix concrete trip hazards

The school can provide evidence showing efforts to address the concrete trip hazards, including:

- Infrastructure and maintenance requests lodged through Directorate systems (e.g. Job Logger / Property Group)
- Records of follow-up and escalation where works have not yet occurred
- Requests for quotes or advice from external providers where applicable

The checklist show that:

- Maintenance registers are in use
- The BSO conducts regular inspections

Hazards that cannot be fixed locally are formally escalated and tracked

5. WHS policies and procedures

The school can provide:

- Local WHS procedures aligned with Directorate policy
- Evidence of staff consultation (staff meetings, WHS agenda items, noticeboards)

Clear processes for:

- Hazard reporting
- Issue resolution
- Risk management

Additional context – *School Safety Checklist*

While several trip hazards were identified, the documentation demonstrates that:

- Hazards are actively and routinely identified through inspections and walkthroughs
- Risks are assessed and controlled where reasonably practicable
- Hazards requiring capital or infrastructure works are escalated through Directorate processes and monitored until resolved

Please let me know if you'd like any of this information unpacked further or if you'd like support pulling the documents together.

Cheers

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations

**| Complex Behaviour Support and WHS Branch | Service Design and Delivery |
Education Directorate | ACT Government**

Phone: 6207 0614|m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 | GPO
Box 158 Canberra ACT 2601

From: Holden, Jess <Jess.Holden@worksafe.act.gov.au>

Sent: Friday, 10 April 2026 12:06 PM

To: Manders, John (ACTEDU) <John.Manders@ed.act.edu.au>; Rice, Jim <Jim.Rice@act.gov.au>

Cc: Seagrove, Heather <Heather.Seagrove@worksafe.act.gov.au>

Subject: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

OFFICIAL

Good Morning John,

Thank you for talking my call earlier and discussing the incident that occurred on 24-03-2026.

As mentioned Inspector Seagrove and I attended Campbell Highschool yesterday to inspect the location of the incident, your BSO Ryan showed us the area and provided some details.

You will receive a report from WorkSafe to inform you of our visit.

Our concerns are that at least 11 trip hazards were identified in a small yet highly utilised area with some potentially being over 7 years old.

As you are aware there are duties under the Work Health Safety Act 2011 and Work Health Safety Regulations to manage hazards within the workplace.

You mentioned before, post incident, that assessments had been made and requests for concrete shaving/grinding have been sent with no responses back yet.

This is a great step, and we appreciate the proactive nature you are taking. To help us better understand the processes you have in place for risk mitigation and or controls, could you please send the following documents/information:

- Copy of incident report from the 24-03-2026 fall incident
- A copy of risk assessment report following the incident
- Copy of the last school hazard identification report (walk through report)
- Any documents that provide evidence of your requests to rectify the concrete trip hazards
 - Infrastructure request
 - Any requests to private business for repair quotes
- School WHS policies and or procedures

After we receive the above, we may request more details or alternative evidence. As your business manager is away, could you please ensure the above is provided no later than 24/04/26.

Should there be any issues in providing the information or documents please let me know.

Once we have reviewed, we will be in contact.

Thank you again for your time, if you have any questions, please let me know.

My contact number is [REDACTED]

Kind regards,

Jess Holden | Regulatory Support Coordinator

Compliance and Enforcement Operations

E: jess.holden@worksafe.act.gov.au

Office of the Work Health and Safety Commissioner

GPO Box 158 Canberra ACT 2601



IMPORTANT

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WORKPLACE VISIT REPORT

Initial Information:

Inspection number: 00007614
Lead inspector: Inspector WSACT-00032
Additional accompanying inspectors: Yes
Inspector WSACT-00045
Date and time visit commenced: 10:04 AM 09/04/2026
Primary Legislation visit conducted under: Work Health and Safety Act 2011

Entity Information:

Type of entity: Other
Name of individual or registered company: Campbell Highschool
ABN: 55737383135
Industry group: Education
Address: 15 Treloar Crescent, Campbell ACT 2612
Contact name: John Manders
Contact number: [REDACTED]
Contact email: john.manders@ed.act.edu.au

Details of Visit:

Address: 15 Treloar Crescent, Campbell ACT 2612
Notification of entry to the workplace was conducted under the legislation referenced in the initial information of this workplace visit report to: Worker
Notification to entry additional information : Entry notification made to school BSO - Ryan Osman

Inspector Notes:

WorkSafe ACT inspector(s) WSACT-00045 and WSACT-00032 attended your workplace on 10:04 AM 09/04/2026.

Inspector(s) identified and recorded the entity information in their contemporaneous notes as per the Entity Information listed above, if this is incorrect, please contact the lead inspector.

As per the Details of Visit, inspectors notified of their entry under the listed legislation and notified the relevant person on the date and time noted in the Initial Information.

If the inspection identified any breaches, you will be notified by the lead inspector.

If you received regulatory notices, it is important you read the back of each notice as it contains important information regarding your rights in relation to that notice.

If you need to contact the inspector that visited your workplace, please email the inspector cc'd into the email that this report was attached to.

Disclaimer:

The issues identified during this visit are only indicative of non-compliance with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, the *Dangerous Substances Act 2004*, the *Workers Compensation Act 1951*, the *Scaffolding and Lifts Act 1912*, the *Machinery Act 1949*, the *Dangerous Goods (Road Transport) Act 2019*, the *Labour Hire Licensing Act 2020*, the *Workplace Privacy Act 2011*, the *Long Service Leave Act 1976*, and/or the *Fuels Rationing Act 2019* on the date of the visit. If compliance is identified during the visit, it does not remove the obligation of any person to comply with any further requirement of the above mentioned Acts and Regulations.

Privacy Notice:

Any information collected during the workplace visit is for the purpose of the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulations 2011*, the *Dangerous Substances Act 2004*, the *Workers Compensation Act 1951*, the *Scaffolding and Lifts Act 1912*, the *Machinery Act 1949*, the *Dangerous Goods (Road Transport) Act 2019*, the *Labour Hire Licensing Act 2020*, the *Workplace Privacy Act 2011*, the *Long Service Leave Act 1976*, and/or the *Fuels Rationing Act 2019* and is in accordance with the *Information Privacy Act 2014*. WorkSafe ACT prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988 (C'Wlth)* and *Information Privacy Act 2014*. WorkSafe ACT provides identifiable information which can be disclosed to other law enforcement agencies and authorised organisations that have legal authority to request information under prescribed circumstances.



Minor Quote

Client Details		Quoting Details	
Site Address	Campbell High School	Quoting Officer:	Neil Coggan
Client Name:	John Manders	Phone:	62058596
Contact:	(02) 6142 0600	Quote Date:	21/04/2026
Original work order number:	305144	Quote number:	RC03833
Agency Reference:	MSQ47387		

Original Request Details

Please attend to rectify uneven concrete to make safe and remove trip hazard. As requested by Worksafe attendance.

Quote Breakdown

Description	
Details of Work: As requested by John Manders • Grind concrete to eliminate trip hazard outside of Library approx. 30 l/m • Patch holes and large cracks • Large vacuum required for grinding concrete	
Total (Ex GST, including Infrastructure Canberra Management Fee):	\$2,822.40

Additional Notes:

Quote Acceptance

Accepting signature

Date of approval

21/4/2025

TERMS & CONDITIONS

ACCEPTANCE OF QUOTE

The client can sign the actual quote and provide order details via email ensuring that the relevant "Quote number" is provided.

PAYMENT

Full payment is required within 14 days of invoice. For details of payment options please call Infrastructure Canberra on Ph: 6213 0700, located at 255 Canberra Ave Fyshwick ACT 2609

WARRANTY

- All new work is warranted for 6 months
- Maintenance work has 30 days warranty, excluding any effect from existing causes
- Proprietary items carry the manufacturer's full warranty

VALIDITY

This quote is valid for 30 days from the date of issue. Infrastructure Canberra reserves the right to review the quote if not accepted within the validity period.

IMPROVEMENTS / COMPLAINTS

If you have any suggestions or issues in relation to our service, please contact the Property Projects & Services Manager on – Ph: 6207 6908

Multiple Hazard Risk Assessment

School / Business Unit:	Campbell High School					Manager/principal/supervisor	John Manders			
Member completing Hazard Risk Assessment Form	Business Manager – Kris McCreath – John Manders - Principal					Date Complete:	25 March 2026			
Activity Description:	Inspect common walkway areas adjacent to Library and Hall									
The Risk or Hazard Source	Risk factor(s) What can happen and how it can happen?	Current controls in place	Risk Rating with current controls in place			Accept risk with current controls in place? Yes/No	If No: Proposed Additional control(s) to reduce risk	Risk Rating with new controls in place		
			C	L	R			C	L	RR
1. Uneven concrete areas	Trips, falls due to uneven concrete slabs	All potential trip areas currently marked with yellow paint	M	M	M	No	Remark areas to refresh visibility of trip hazards. - immediate Seek a quote for concrete grinding to minimise risk – action under \$5K Seek quote to replace uneven concrete areas and install new concrete slabs – program when budget available	L	L	L
2.										
3.										
4.										
5.										

Risk rating column key (from Risk Matrix, below): **C**: consequence level, **L**: likelihood level. **Risk Rating**: **E** = Extreme **H** = High **M** = Medium **L** = Low

Note: High and extreme risks must be reported to senior management. These risks will need to be placed on the School or Business area Risk Register.

Multiple Hazard Risk Assessment

Instructions

1. Complete a new line, in the above table, for each identified hazard/risk, identify what & how it can happen and current controls in place for the hazard/risk
2. Use the risk matrix below to rate the risk (RR) the level of risk posed by each hazard/risk. For unacceptable risks, propose additional controls to reduce the risk to an acceptable level
3. Indicate whether the controlled risk is Acceptable/Not acceptable.

Instructions

To establish a risk rating follow Steps 1-3:

Step 1 - Consider the *consequences* of the risk in terms of people and financial factors and select the **most likely consequence** rating (1-5).

Step 2 - Assess the *likelihood* of the risk occurring, using the information under 'Probability' and 'Historical', and select the rating (1-5).

Step 3 - Where the consequences and likelihood ratings meet, in the coloured part of the matrix, this will give you the overall risk rating of L, M, H or E.

Risk matrix									
E: Extreme risk — detailed action plan required H: High risk — needs senior management attention M: Medium risk — specify management responsibility L: Low risk — manage by routine procedures Note: High or Extreme risks must be reported to senior management and require detailed treatment plans to reduce the risk to Low or Medium.					Consequences				
				People	Injuries or ailments not requiring medical treatment	Minor injury or first aid treatment case	Serious injury causing hospitalisation or multiple medical treatment cases	Life threatening injury or multiple serious injuries causing hospitalisation	Death or multiple life-threatening injuries
				Financial	1% of budget or <\$5K	2.5% of budget or <\$50K	> 5% of budget or <\$500K	> 10% of budget or <\$5M	>25% of budget or >\$5M
					Insignificant	Minor	Moderate	Major	Catastrophic
	Probability	Historical			1	2	3	4	5
Likelihood	>1 in 10	Is expected to occur in most circumstances	5	Almost certain	M	H	H	E	E
	1 in 10-100	Will probably occur	4	Likely	M	M	H	H	E
	1 in 100-1,000	Might occur at some time in the future	3	Possible	L	M	M	H	E
	1 in 1,000-10,000	Could occur but doubtful	2	Unlikely	L	M	M	H	H

Multiple Hazard Risk Assessment

Adapted from the WHSMS Framework

B2A3.4

Hazard Risk Assessment

	1 in 10,000– 100,000	May occur but only in exceptional circumstances	1	Rare	L	L	M	M	H
--	-------------------------	---	---	------	---	---	---	---	---

Source: Adapted from AS/NZS ISO 31000:2009 Risk Management, and Australian Capital Territory Insurance Authority (ACTIA) Risk Management Toolkit

NB: The Risk Matrix has been modified to reflect that in the context of health and safety any chance, even a rare occurrence, of a death or multiple life-threatening injury is considered extreme.

Notes:

From: [McCreath, Kris](#)
To: [REDACTED]
Subject: Campbell High School - Concrete Repairs
Attachments: [image001.jpg](#)
[image004.jpg](#)

Hi [REDACTED]

Kris from Campbell High School here.

Just touching base to see if you guys have secure local jobs certification?

I need to get a quote for a few sections of concrete to be removed and new concrete poured.

The current area has cracked and has parts lifting from a tree that used to be there.

Give me a call if you're interested in quoting – 0466 000 510

Cheers,

Kris McCreath | Business Manager

Campbell High School

Every Student, Every Lesson, Every Day

02 6142 3170 | 0466 000 510 | kris.mccreath@ed.act.edu.au

15 Treloar Cres, Campbell | ACT Education Directorate | ACT Government

www.campbellhs.act.edu.au

School Safety Check for ACT Government Secondary Schools

RECORD 25

Purpose

School Safety Checks are a mandatory requirement of the Directorate and must be carried out once each semester. The Principal is ultimately responsible for safety in their school in accordance with the *Work Health and Safety Act 2011*. The School Safety Check can assist Principals to fulfill this responsibility and to:

- *plan* management activities to include hazard identification, assessment and rectification
- *implement* a systematic means of effectively identifying workplace hazards
- *measure and evaluate* safety performance within the school, and
- *review and improve the way safety is managed in the school.*

Note. School Safety Checks are in addition to day to day observations made by staff.

What is a safety check?

A school safety check is used to identify the health and safety hazards in a school environment, assess the effectiveness of the risk management strategies, and to recommend further risk reduction interventions if required. The checklists should be tailored to suit each individual school requirements. The Directorate's Health, Safety and Wellbeing can assist schools in this task.

Workers do not need specific Work Health and Safety training to be able to undertake the school safety checks. The checklist provides the guidance to support workers to complete the hazard identification process.

Conducting a school safety check

1. Principals and executive teachers, in consultation with health & safety representatives, should oversight the school safety check process including reviewing the effectiveness of past processes and the implementation of the safety checks recommendations.
2. A check must be undertaken in the first semester and second semesters. The second check should be conducted by non-teaching workers and should review and report on whether satisfactory progress has been made to resolve issues identified in the first check.

A 6 monthly assessment schedule is provided on the next page to keep track those workers responsible for checking each area. The schedule should be completed at the beginning of each year.

3. A check should be comprehensive and involve as many workers as is practicable. It is important that the assessor consults with the workers of each work area being checked. In this way the assessor can benefit from those workers skills and knowledge of potential hazards and controls in the work area.

Workers should be informed of the scheduled inspection date for their work area and provided with a copy of the safety checklist to facilitate their participation.

4. The check must consider the risk posed by student behaviors and any management plans that are in place. The student management plans should be reviewed to ensure they are current and are effective to reduce the risk of an occupational violence related injury to workers or others.
5. Assessors should check areas in which they do not normally work and in doing so provide "fresh eyes" to identifying hazards.
6. The completed a copy of the checklist must be provided to the principal and office manager/registrar to assess and arrange the necessary remedial action.
7. For audit purposes principals should sign off the completed 6 monthly assessment schedule and retain the completed checklists and action sheets in a central location.

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice.

Contact: Health, Safety and Wellbeing on ☎ 6027 0614 or email etdhealthandwellbeing@act.gov.au

6 Monthly Assessment Schedule

Area	Person Conducting The Assessment	Assessment Date	Assessment Completed (Manager's Signature)	Assessment Report Received (Principal's Signature)
C1 Safety Management	Kris McCreath	03/12/25		
C2 Programmed, General Grounds Maintenance and Routine Repair Work	Kris McCreath	03/12/25		
C3 Multipurpose Areas	Kris McCreath	03/12/25		

C15 Libraries	Kris McCreath	03/12/25		

Prepared By: _____ Kris McCreath _____ Date: __ 03/12/25 __

Safety Checks completed _____ Date: __ 03/12/25 __

Action Sheet (Summary of action recommended as a result of completing the checklist inspection)

Completed by: _____

Area : _____

Details of Hazard	Corrective Action	By Whom	By When	Signature and Date Completed

Comments: _____

Original to Safety Check Coordinator

Copy to: *Principal**Senior Teacher*

School Safety Checklist

The Directorate's Health, Safety and Wellbeing section provides injury prevention and injury management advice. Contact: Health, Safety and Wellbeing on ☎ 6207 0614 or email etdhealthandwellbeing@act.gov.au

Safety Management

C1

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Policy Statement HSW Policy Statement signed, dated by CEO; displayed in school reception area.					
Consultative Arrangements HSW consultative mechanisms at the school are effective (e.g. Regular opportunity to raise/discuss safety issues at staff meetings; persons are consulted when inspections are being undertaken, risk control measures are being considered, and when the effectiveness of current control measures are being reviewed).					
The name of the health and safety representative is prominently displayed on the staff notice board.					
Risk Management Staff are reminded to report hazards to their supervisor or the person responsible for maintenance as soon as they identify them.					
There is a system in place for reporting and controlling identified hazards as they arise.					
School Safety Checks are undertaken twice a year.					
Occupational Violence					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Safe Systems of Work					
Safe work practices/procedures are developed as a result of risk assessments being undertaken.					
Safe work practices/procedures are documented and implemented.					
The Principal ensures community groups using school premises and equipment are made aware of and adhere to all school safe work practices e.g. closing of gas shut-off valves after each class.					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Record keeping:					
Other hazards					

Person(s) conducting assessment:McCreath..... Date.....3/12/2025....

Programmed Maintenance, General Grounds Maintenance and Routine Repair Work **C2**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Grounds and oval surfaces are even and potholes are filled in.	☒	☐	☐	☐	☐

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Contractors are managed to eliminate/minimise safety risks (e.g. pre contract safety specification/instructions provided, supervision of work to ensure safety requirements met).					
Repairs and maintenance work are scheduled to minimise risk to staff, students & members of the public.					
Grounds maintenance equipment & machinery is maintained & operating instructions & training provided to BSO's.					
Workshops					
Other hazards					

Person(s) conducting assessment:McCreath..... Date.....3/12/2025....

Multipurpose Areas**C3****(e.g. hallways, school entrances, walkways)**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
All walkways are free of obstruction.	☒	☐	☐	☐	☐
External walkways are free of trip hazards.	☒	☐	☐	☐	☒
All walkways, stairs, hallways etc have adequate lighting available. (A light meter is available, on loan from HSW Section, to check lighting levels if they appear inadequate).	☒	☐	☐	☐	☐
Other hazards					
1. Some lights not working and need replacing					
3. Marked trip hazards around site					

Person(s) conducting assessment:McCreath..... Date 3/12/25

Libraries**C15**

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Equipment					
Environment					
Traffic ways and work areas clear of obstructions and slip/trip hazards.					
Manual Handling					

Checklist Item			Priority		
	Yes	No	High	Medium	Low
Work/Office Area					
Other hazards					

Person(s) conducting assessment:McCreath..... Date.....3/12/2025....

From: [Manders, John](#)
To: [McCreath, Kris \(ACTEDU\)](#)
Subject: Fw: Infrastructure Canberra PGI Work Order 305144 Confirmation
Date: Monday, 13 April 2026 3:09:44 PM

OFFICIAL

From: iCBR, Response
Sent: Friday, April 10, 2026 11:57 am
To: Manders, John
Subject: Infrastructure Canberra PGI Work Order 305144 Confirmation

You don't often get email from icbr.response@act.gov.au. [Learn why this is important](#)

Infrastructure Canberra PGI is pleased to inform you that your work order request has been logged into the Infrastructure Canberra PGI's work order management system as a Urgent (4 Hours) request.

A technician has been requested to attend. Please advise if the technician does not arrive within the aforementioned timeframe.

The details of this request are detailed below:

Work Order No. : 305144

Agency Reference : RM0009013

Building : Campbell High School

Exact Location : Uneven concrete outside of library

Works Requested : Please attend to rectify uneven concrete to make safe and remove trip hazard. As requested by Worksafe attendance.

Requested By : John Manders

Email Address : John.Manders@ed.act.edu.au Date Created : 10/04/2026 11:57

Note: iCBR PGI strive to attend to Urgent requests: within 4 working hours, Priority requests: within 3 working days, Normal: within 10 working days.

Working hours - 8am to 5pm - Monday to Friday - Excluding Public Holidays.

Please advise iCBR PGI immediately if you are experiencing delays that exceed these terms of service; 02 6213 0700

Regards,

Infrastructure Canberra PGI

From: [EDU, Work Health and Safety](#)
To: [Holden, Jess](#)
Cc: [Seagrove, Heather](#)
Subject: RE: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499
Date: Monday, 29 June 2026 12:44:00 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image006.png](#)

Good Morning Jess,

Thank you for the update. It's great to hear that both yourself and Heather are satisfied with the outcome.

I appreciate the collaborative approach and we'll ensure the school continues to monitor the area as part of routine site checks.

If anything further arises, please don't hesitate to get in touch.

Kind regards,

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations

**| Complex Behaviour Support and WHS Branch | Service Design and Delivery |
Education Directorate | ACT Government**

Phone: 6207 0614|m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 |
GPO Box 158 Canberra ACT 2601

From: Holden, Jess

Sent: Monday, 29 June 2026 12:02 PM

To: EDU, Work Health and Safety

Cc: Seagrove, Heather ; Manders, John (ACTEDU)

Subject: RE: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

OFFICIAL

Good Morning Jim and John,

I hope my email finds you well.

This morning at about 10:00am Inspector Seagrove and I conducted a revisit to Campbell High school to check the progress of rectification works to the uneven concrete near the library.

We met with the BSO and confirmed that the concrete shaving and infill of cracks has been completed.

You will receive another visit report from us shortly to confirm our attendance.

After our observations today both Inspector Seagrove and I are satisfied with the response and rectification actions taken by ACT Education the school representatives.

We will not be making further enquiries into the matter of PC-0000003499. this case will be closed.

If you have any questions in relation to the above please do not hesitate to contact us.

Kind regards,

Jess Holden | Assistant Inspector

Compliance and Enforcement Operations

E: jess.holden@worksafe.act.gov.au

Office of the Work Health and Safety Commissioner

GPO Box 158 Canberra ACT 2601



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From: EDU, Work Health and Safety <WHS.EDU@act.gov.au>

Sent: Friday, 24 April 2026 4:09 PM

To: Holden, Jess <Jess.Holden@worksafe.act.gov.au>

Cc: Seagrove, Heather <Heather.Seagrove@worksafe.act.gov.au>; Manders, John (ACTEDU) <John.Manders@ed.act.edu.au>; EDU, Work Health and Safety <WHS.EDU@act.gov.au>

Subject: RE: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

OFFICIAL

Hi Jess

Thank you for your email following your attendance at Campbell High School on 9 April 2026 in relation to the incident that occurred on 24 March 2026.

We appreciate the time taken by yourself and Inspector Seagrove to inspect the site and discuss the identified trip hazards.

Please find attached, and outlined below, information to assist WorkSafe ACT with its review of the trip hazard and incident at Campbell High School.

Incident report – 24 March 2026

The attached incident report relates to the fall incident on 24 March 2026. The school's SAS system captures student incidents; however, to ensure completeness, an incident report has also been completed in the Directorate's incident reporting system.

Risk assessment following the incident

Following the incident, John Manders (Principal) and Kris McCreath (Business Manager) inspected the area the following morning. A formal risk assessment was completed on 25 March 2026, identifying uneven concrete as the primary hazard, documenting existing controls, and setting out immediate and longer-term actions.

Immediate controls included remarking all identified trip hazards with high-visibility paint. Further actions included seeking quotes for concrete grinding and longer-term concrete replacement works. The completed risk assessment is attached.

Hazard identification processes

The school has several established mechanisms for hazard identification and reporting:

- Staff may log hazards through the BSO Job Logger via the SAS homepage, or raise issues directly with the Business Support Officer, Business Manager, Front Office, or Executive staff.
- Routine school safety checks are undertaken twice per year, in line with Directorate requirements. The Semester 2, 2025 Secondary School Safety Checklists are attached and demonstrate a comprehensive review of walkways, grounds, buildings and internal spaces, including the identification and management of trip hazards and general site condition.
- An extract of the BSO Job Logger – Campbell High School is attached to demonstrate the volume and type of issues raised by staff and the school's ongoing response to reported hazards.
- In addition to formal systems, there is ongoing daily consultation between the Principal, Business Manager and BSO. Informal daily walk-throughs and frequent communication enable minor hazards to be identified and addressed promptly as part of routine site monitoring.

Requests to rectify concrete trip hazards

Following the incident:

- The affected areas were re-marked to improve hazard visibility.
- A contractor has been engaged to undertake concrete grinding (see attached quote and acceptance).
- In the interim, the affected area has been barricaded until the concrete grinding works are completed.
- Further remediation is being considered.

WHS policies, procedures and consultation

The school's WHS arrangements include:

- Staff induction processes that outline hazard reporting pathways, including escalation to the BSO or Business Manager and use of the BSO Job Logger.
- Regular staff meetings and executive meetings with standing WHS agenda items, allowing staff to raise hazards or concerns.
- Weekly and fortnightly meetings throughout the term to support consultation, monitoring, and follow-up of identified issues.
- Directorate-level WHS frameworks and guidance, with additional support sought where required.

Should you require any additional information or clarification, please do not hesitate to contact me.

Kind regards,

Jim

Jim Rice | Assistant Director - Work Health and Safety Operations

**| Complex Behaviour Support and WHS Branch | Service Design and Delivery |
Education Directorate | ACT Government**

Phone: 6207 0614|m 0422 151 595 | Email: jim.rice@act.gov.au

Hedley Beare Centre for Teaching and Learning, 51 Fremantle Drive Stirling ACT 2611 |

GPO Box 158 Canberra ACT 2601

From: Holden, Jess <Jess.Holden@worksafe.act.gov.au>

Sent: Friday, 10 April 2026 12:06 PM

To: Manders, John (ACTEDU) <John.Manders@ed.act.edu.au>; Rice, Jim <Jim.Rice@act.gov.au>

Cc: Seagrove, Heather <Heather.Seagrove@worksafe.act.gov.au>

Subject: WorkSafe ACT - Campbell Highschool Visit - PC-0000003499

OFFICIAL

Good Morning John,

Thank you for talking my call earlier and discussing the incident that occurred on 24-03-2026.

As mentioned Inspector Seagrove and I attended Campbell Highschool yesterday to inspect the location of the incident, your BSO Ryan showed us the area and provided some details.

You will receive a report from WorkSafe to inform you of our visit.

Our concerns are that at least 11 trip hazards were identified in a small yet highly utilised area with some potentially being over 7 years old.

As you are aware there are duties under the Work Health Safety Act 2011 and Work Health Safety Regulations to manage hazards within the workplace.

You mentioned before, post incident, that assessments had been made and requests for concrete shaving/grinding have been sent with no responses back yet.

This is a great step, and we appreciate the proactive nature you are tasking.

To help us better understand the processes you have in place for risk mitigation and or controls, could you please send the following documents/information:

- Copy of incident report from the 24-03-2026 fall incident
- A copy of risk assessment report following the incident
- Copy of the last school hazard identification report (walk through report)
- Any documents that provide evidence of your requests to rectify the concrete trip hazards
 - Infrastructure request
 - Any requests to private business for repair quotes
- School WHS policies and or procedures

After we receive the above, we may request more details or alternative evidence.

As your business manager is away, could you please ensure the above is provided no later than 24/04/26.

Should there be any issues in providing the information or documents please let me know.

Once we have reviewed, we will be in contact.

Thank you again for your time, if you have any questions, please let me know.

My contact number is [REDACTED]

Kind regards,

Jess Holden | Regulatory Support Coordinator

Compliance and Enforcement Operations

E: jess.holden@worksafe.act.gov.au

Office of the Work Health and Safety Commissioner

GPO Box 158 Canberra ACT 2601

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