**Board / Council Report**

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| --- | --- | --- |
| **Date of Board Meeting** |  | |
| **Report Period** |  | |
| **Incident Reports** | | |
| **Accident / Incident / Near Miss / Hazards** | **Number** | **Description** |
| Accidents / Incidents\* |  |  |
| Near misses |  |  |
| Hazards |  |  |
| First aid only |  |  |
| Lost time injuries |  |  |
| New Work Injury Claims |  |  |
| Bullying Complaint investigations |  |  |
| Student Related |  |  |

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| --- |
| **SafeWork SA** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Incident / complaint** | **Incident ID #** | **Incident Details** | **Actions from SafeWorkSA (e.g. SWSA Action Letter, Prohibition / Improvement Notice)** | **Date of Notice Sign Off** |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| **Correspondence Received** | | | |
| **Title of document** | | **Author** | **Date presented to staff/actioned** |
|  | |  |  |
|  | |  |  |
| **Policy / Procedure** | | | |
| **Title of policy / procedure** | | | **Date presented to staff** |
|  | | |  |
|  | | |  |
| **Audits** | | | |
| **Type of Audit** | **Corrective Actions Identified** | | |
|  |  | | |
|  |  | | |
| **Training** | | | |
| **Title** | **Provider** | | **Date completed** |
|  |  | |  |
|  |  | |  |
| **WHS Activities Completed** | | | |
| **Activity** | | | **Date completed** |
|  | | |  |
|  | | |  |
| **Other Issues** | | | |
|  | | | |
| Report prepared by |  | | |