Occupational Violence and Aggression in School- OHS Risk Management Flowchart

**Please Note: This document should be printed in A3 format.**



**Is there an Occupational Violence and Aggression (OVA) related hazard / issue?**



**Has the OVA related hazard/issue been resolved in line with the PIN?**

**Provide Support to resolve at Department Level**



**Issues Provisional Improvement notice**



**Ongoing monitoring and regular review in consultation with HSR and school staff**

**SEEK SUPPORT AND ADVICE**

**Schools can access Department central and regional supports – see further guidance in OVA schools Policy and Procedure, in particular consider:**

* **Employee Wellbeing Response Team- for significant and ongoing risk to staff safety**
* **Complex Matters Support – for complex matters involving parents Refer to Section 6.0 – OVA in Schools Procedure for further guidance.**

**Has the OVA related hazard/issue been resolved between the Principal and any affected staff, in consultation with the HSR within an agreed reasonable time?**

**IMPLEMENT, REVIEW AND REVISE RISK CONTROLS**

**Refer to Section 6.0 – OVA in Schools Procedure for further guidance.**

**Follows incident management procedures including:**

* **Consult ISOC if appropriate for advice and support (significant incidents)**
* **Report injuries in eduSafe, CASES21 and IRIS**
* **Notify WorkSafe if it is a notifiable incident (e.g. required hospitalisation, serious head injury)**

**See OVA Post-Incident Checklist for tailored guidance on OVA incidents.**



**No**



**Enacts Emergency Management Plan and call 000**

**Is there an emergency or ongoing threat?**

**Did the incident involve a new OVA hazard/issue?**

**Logs OVA related hazard/issue in Risk Register**



**Conducts workplace risk assessment for OVA hazards/issues?**



**Identifies OVA hazard/issue and notifies principal**



**Incident involving OVA occurs**



**For further information, contact: OHS Advisory Service (p) 1300 074 715 (e) safety@edumail.vic.gov.au**