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| **Health, Safety and Wellbeing Contacts** | | | | |  | **Work Safe, Learn Safe, Be Safe**   * **Learn and model safe and healthy behaviour** * **Take action to identify, control and report hazards** * **Take responsibility for safety and wellbeing** | | |
| **Your local HSW support network**  First point of contact for employees | | |  | **Regional HSW network**  Contacts for principals, managers and HSW roles | | | | |
| **Health and Safety Adviser (HSA):**  Staff member with appropriate HSA training who has been nominated to support the principal/manager with health and safety matters. | name: |  |  | **Senior Health and Safety Consultant:**  Regional officer who provides support and assistance to principals, managers, HSAs and HSRs with the management of workplace health and safety. | | | name: |  |
| telephone: |  |  | telephone: |  |
| email: |  |  | email: |  |
| **Health and Safety Representative (HSR);**  Staff member elected to represent staff with respect to health and safety matters. | name: |  |  | **Claims Management Officer:**  First point of contact for RRTWCs, principals and managers who have questions regarding injury management and/or rehabilitation and return to work. | | | name: |  |
| telephone: |  |  | telephone: |  |
| email: |  |  | email: |  |
| **First Aid Officer (FAO):**  Staff member(s) with accredited first aid training nominated to provide first aid in the workplace. | name: |  |  | **Senior Injury Management Consultant:**  Regional officer who provides consultancy support and assistance for complex claims management. | | | name: |  |
| telephone: |  |  | telephone: |  |
| email: |  |  | email: |  |
| **Rehabilitation and Return to Work Coordinator (RRTWC);**  Staff member who is appropriately qualified and nominated to assist with workplace rehabilitation and return to work for injured/ill staff. | name: |  |  | **Organisational Wellbeing Consultant:**  Consultancy, support, advice and training to workplaces in health and wellbeing. Not offered in all school regions. Contact the regional Human Resources area for details to complete this section.  *Visit Department’s Staff Wellbeing Page on OnePortal for information and resources.* | | | name: |  |
| telephone: |  |  | telephone: |  |
| email: |  |  | email: |  |
| **Health, Safety and Wellbeing (HSW) Committee Contact:**  Your contact person on the local HSW committee or forum. This is a consultative forum for addressing and monitoring HSW matters in the school/workplace. | name: |  |  | **Regional Health, Safety and Wellbeing (HSW) Committee:**  Contact person for the regional HSW committee.  *Principals, directors, senior managers and senior consultants to contact this person.* | | | name: |  |
| telephone: |  |  | telephone: |  |
| email: |  |  | email: |  |
| **Staff Wellbeing**  Visit the Department’s **Staff Wellbeing** page on OnePortal.  ***https://intranet.det.qld.gov.au/payroll-hr/health-wellbeing/staffwellbeing*** | name: |  |  | **Other:** | | | name: |  |
| telephone: |  |  | telephone: |  |
| email: |  |  | email: |  |
| **Employee Assistance Service :**   * Visit the Department’s **Employee Assistance Program** page on OnePortal * **LifeWorks** – Employee Assistance Program Provider – 1800 604 640 | | |  | **Web Pages:**   * **Creating Healthier Workplaces –** [**https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces**](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces) * **Health, Safety and Wellbeing –** search on OnePortal   [***https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/healthwellbeing/Pages/default.aspx***](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/healthwellbeing/Pages/default.aspx) | | | | |

