



Department
of Education

eduSafe Plus – an overview

Business Managers' Mentor Day

18 August 2025

We would like to introduce ourselves

Employees are safe, respected and included through our responsive services that promote good health and wellbeing - to enable and deliver high-quality education.



Alison Sprague
Senior Program Advisor
eduSafe Plus team

Overview of the enhanced OHS Services Program



- **Free services** for schools - to reduce OHS workload and improve safety management and emergency preparedness
- New Statewide OHS Services Team of **safety professionals** in ESWID
- **In person service**, completing tasks (e.g. creation and revision of safety and emergency management documents to meet requirements)
- **Schools can request services** to help with OHS and emergency management tasks **at any time**

Contact the Statewide OHS Services team for service



OR

Contact the ESWID OHS Advisory Service

Phone: **1300 074 715**
(9am–5pm, Mon–Fri)

Email: safety@education.vic.gov.au

How to get in touch

Connect with the ESWID OHS Services Team (regionally based):

North Eastern Victoria Region:
NEVR.OHS@education.vic.gov.au

North Western Victoria Region:
NWVR.OHS@education.vic.gov.au

South Eastern Victoria Region:
SEVR.OHS@education.vic.gov.au

South Western Victoria Region:
SWVR.OHS@education.vic.gov.au



Scan the QR code
to learn more about
the OHS Services

Further details available on **PAL**

eduSafe Plus: a single system for health, safety and wellbeing

eduSafe Plus is a consolidated online system for reporting and managing incidents, hazards, sick bay and first aid events. It also enables school's OHS management system, assurance actions, and workers' compensation.



eduSafe Plus allows schools to manage multiple health and safety activities in one system, including their:

- OHS management system
- OHS assurance actions
- Workers' compensation claims
- Sick bay and first aid reports
- Hazard reports
- Staff and student incident reports



eduSafe Plus helps reduce the administrative burden of making schools safe by putting everything in one place. This means:

- no more working across different drives or numerous digital and hard copy folders
- staff who are managing OHS can find all records relating to a safety issue in one place, (e.g. the plans to manage a risk, records of an incident, records of claims from the incident, all in one place).
- it's easy to connect an incident to a worker compensation claim
- it is easier to prepare for your assurance assessment as well as view, document and submit proof of your completed post assurance actions.



Quick and easy delegation

The ability to quickly and easily delegate OHS, claims and incident activities, combined with having everything in one place, means painless transition in case of staff leave or resignation.



Better support provision

eduSafe Plus gives the central and regional OHS and workers' compensation support teams the ability to provide more efficient and proactive help to schools, without needing schools to send documents or organise a support visit.



Secure and free to use

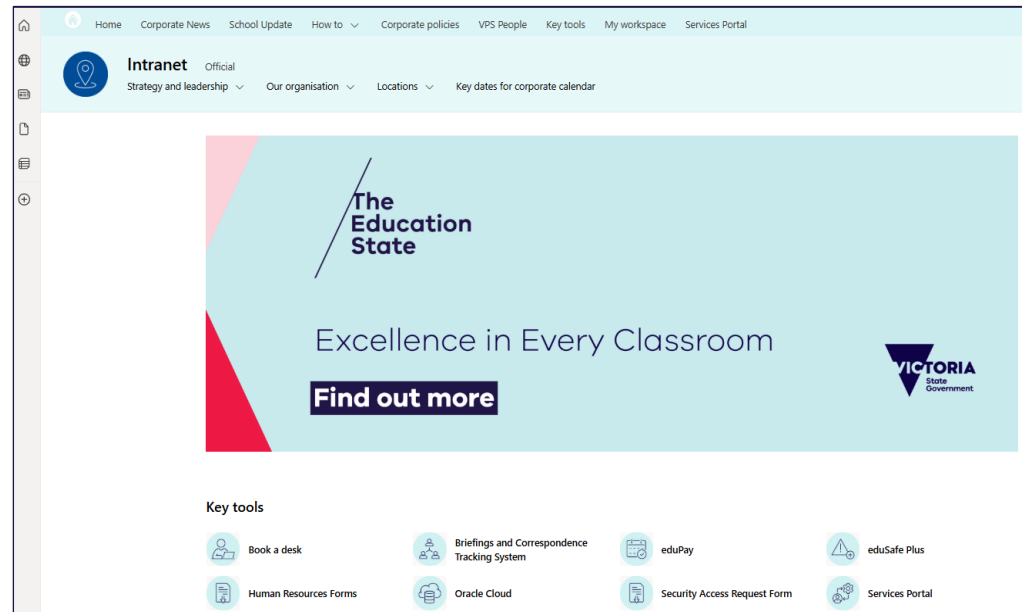
Finally, eduSafe Plus keeps their data and records secure in a government approved system that is free to use.

eduSafe Plus access and functions



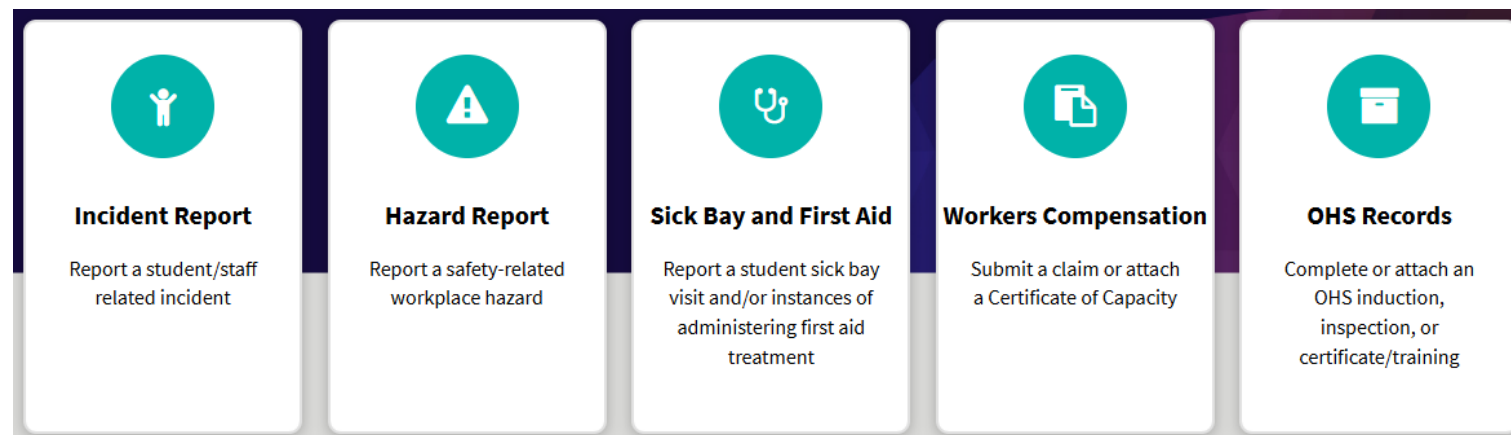
Only Department employees can access eduSafe Plus based on eduPay credentials, including 'location' information.

Use this link:
[Home - eduSafe Plus](#)



All school staff can use the tiles on the home page to report incidents and hazards.

Management of these reports and records is via the **Management Workspace** and principals can delegate this access.



NEW! eduSafe Plus learning pathway for all users



Learning pathways support independent learning as eduSafe Plus team moves away from the project space to the 'business as usual' operating model.

- NEW to the support materials is the ***learning pathways for school staff***. These materials support staff with day-to-day activities and recommends "ways of working" in eduSafe Plus.
- NEW to the support materials is the ***learning pathways for principals and their delegates***. These materials support principals' day-to-day activities and recommends "ways of working" in eduSafe Plus.
- The **Knowledge Base** is where all support materials are found in eduSafe Plus.

Other available learning



Health, Safety and Wellbeing: Build a school community where everyone contributes to health, safety, and wellbeing. Understand and implement the fundamentals of effective occupational health and safety management.



Incident and hazard reporting: Access LearnEd via eduPay

This training module is aimed at providing Department employees with awareness of their roles and responsibilities with respect to reporting hazards, near misses and incidents encountered in Department workplaces.

Using the Knowledge Base

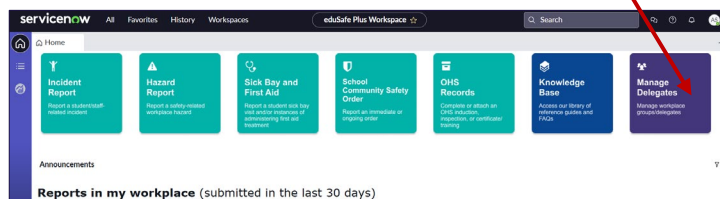
This guide is for anyone using edusafe Plus.

The Knowledge Base is a resource library that has guides and videos to support you in using the system. The Knowledge Base is set up into categories and you can also use the keyword search function to find resources quickly.

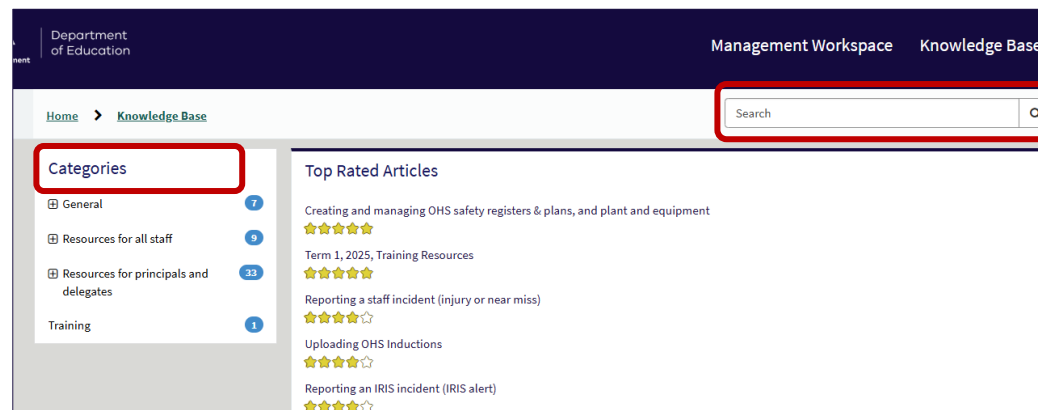
Check out the
support
materials

1 Navigate to Knowledge Base from the home landing page

TIP principals and delegates can also access the Knowledge Base from the management workspace.



2 Expand the categories or use the keyword search field.



eduSafe Plus learning pathway for all staff

This learning pathway aims to support the day-to-day activities that any school staff member may need to undertake in eduSafe Plus.
The order in which the learning is proposed, reflects the priority of learning for school staff with the most common activities at the front.

1 - Getting started	2 - Incidents, near misses & hazards	3 – Sick bay & first aid	4 - OHS Records	5 – Workers' compensation	6 – Completing assigned actions
About eduSafe Plus Accessing eduSafe Plus	<u>Raise a staff incident report</u> <u>Reporting a workplace hazard</u> All Victorian Government Schools must submit a report in eduSafe Plus if school staff or students have experienced a physical or mental injury, a near miss or have identified a hazard. This must be done, even if these matters have been recorded in another system. Discuss with your principal regarding the reporting of IRIS reports (critical incidents).	<u>Submit a student sick bay or first aid report</u> For schools using eduSafe Plus system to report student sick bay visits and the of administering first aid.	<u>Create and upload OHS inspections</u> <u>Create and upload OHS inductions</u> <u>Create and upload OHS certificates and training records</u> Staff weekly emails Any school staff member with OHS training records or actions that have an expired, or about to expire, assigned to them will receive a reminder, sent weekly on Monday at 12pm.	<u>Submit and lodge workers' compensation claims</u> By managing a claim in eduSafe Plus, all details (including emails) are kept online and can be easily supported by the workers compensation central team.	<u>Assign or close actions</u> Please see the closing an action section of this guide Actions can be assigned to school staff from their principal (or delegate) for calendar, induction or inspection actions, or relating to an incident report. Actions can be updated and closed from the home page from the list, Actions Assigned to Me

Need more help to use eduSafe Plus?



Dip into a series of recorded webinars

eduSafe Plus FAQs

OHS expertise

Reach out to your regional Statewide [OHS Services team](#).

Call the [OHS Advisory](#) on 1300 074 751

Workers Compensation expertise

Reach out to the [central team](#) for expert advice and support

IT – trouble shooting tips

- Log out and reopen eduSafe plus
- Clear the internet browsing history and reopen eduSafe Plus
- Reboot the computer/device that you are using

IT - technical assistance:

- Ask your local IT technician for support
- If all else fails, log an IT service ticket via the department's [service portal](#).

eduSafe Plus learning pathway

for principals and their delegates

The principal learning pathway aims to support the day-to-day activities that a principal, or their delegate, may need to undertake in eduSafe Plus. The order in which the learning is proposed, reflects the priority of learning for principals and their delegates with the most common activities at the front.

1 - Getting started

About eduSafe Plus

Overview of eduSafe Plus

a video tour of the eduSafe Plus system.

Accessing eduSafe Plus

Manage delegates

eduSafe Plus allows principals to add nominated staff (delegates) to management groups to help them manage various aspects of OHS and WC for their school or workplace.

Update and use the School Profile

The school profile is an easy way to get an overview of, and access to, the incident reports, claims and OHS management records for your school or campus.

2 - Managing workers' compensation claims

Review active workers' compensation claims

Submit and lodge workers' compensation claims

Manage workers' compensation claims

By managing a claim in eduSafe Plus, all details (including emails) are kept online and can be easily supported by the workers compensation central team.

Email digest

Principals and Workers' Compensation delegates will receive a weekly email digest, each Tuesday for the week prior (Monday – Monday).

3 - Incidents, near misses & hazards

Raise a staff incident report

Raise an IRIS incident report

Reporting a workplace hazard

Managing Incident, IRIS, and hazard reports

All Victorian Government Schools must submit a report in eduSafe Plus if school staff or students have experienced a physical or mental injury, a near miss or have identified a hazard. This must be done, even if these matters have been recorded in another system.

eduSafe Plus notifications

Principals (and their delegates) will receive an email when an incident report is submitted AND they are also the workplace manager.

4 - OHS Records

Inspections

Create and upload OHS inspections

Manage OHS inspections

Inductions

Create and upload OHS inductions

Manage OHS inductions

Principals and/or their delegates are responsible for ensuring OHS inductions, inspections (including any actions), and training requirements are completed in a timely way.

Email digest

Principals and their OHS delegates will receive a monthly email digest (sent on the 1st of the month) related to OHS Management records.

5 - Training records & managing the training plan

Create and upload OHS certificates and training records

Manage OHS certificates and training records

Staff weekly emails

Any school staff member with OHS training records or actions that have an expired, or about to expire, assigned to them will receive a reminder, sent weekly on Monday at 12pm.

eduSafe Plus learning pathway for principals and their delegates

6 - Managing the OHS calendar & OHS assurance activities

OHS calendar

Assign or close actions

Review your OHS Calendar of activities

The OHS Calendar of activities generates the safety actions that schools are required to undertake to demonstrate and document a safe workplace.

OHS assurance

Locate, review and resolve assurance actions

Locate and review assurance reports

The OHS assurance program provides proactive support to assist schools in being consistent with the requirements of the Occupational Health and Safety Act 2004 (Vic).

The results and recommendations (actions) of their assessment are recorded, and managed, in eduSafe Plus.

7 – OHS registers & plans

The risk register

Set up and configure the risk register

Review the risk register

Safety registers and plans

Review safety registers and plans

The plant and equipment register

Create a plant and equipment register

Review plant and equipment Register

eduSafe Plus is the central online repository for all safety registers and plans.

An OHS calendar action will prompt principals to complete regular reviews of these registers and plans.

8 – School Community Safety Orders & WorkSafe matters

School Community Safety Orders

Principals, in conjunction with advice and support from the legal division, can (if required) record an immediate and/or an ongoing school community safety order in eduSafe plus.

In the first instance reach out to the legal division.

Legal can be contacted by phone on 03 9637 3146 or email at legal.services@education.vic.gov.au

If a safety order is applicable, use this resource to assist you.

Review active School Community Safety Orders

WorkSafe matters

We ask principals to reach out to their regional [OHS Services Team](#) when working with WorkSafe matters, including when a Health and Safety Representative (HSR) issues a provisional improvement notice (PIN).



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Workers' Compensation expertise

Reach out to the [central team](#) for expert advice and support

IT technical assistance:

- Trouble shooting tips
 - Log out and reopen eduSafe plus
 - Clear the internet browsing history and reopen eduSafe Plus
 - Reboot the computer/device that you are using
- Ask your local IT technician for support
- If all else fails, log an IT service ticket via the department's [service portal](#).

Delegating in eduSafe Plus

Principals can delegate by following these steps.

1

 Management Workspace

2



Manage Delegates

Manage workplace groups/delegates

- Select which group in which to add or delete delegates.

- Update each of the groups on this screen.
- Update more than one group at time.
- For multi-campus schools, select the relevant campus.

- Type and select the delegates name from the list to add to each group.

3

Manage workplace groups and delegates

Manage workplace groups and delegates

Select from the below items to manage the membership of eduSafe Plus Groups

* Indicates required

Select which delegation group(s) you would like to manage

- ☒ Staff Incident reports (Injury and Near Miss reports)
- ☒ IRIS Incident reports (Student / Infrastructure / Security Incidents)
- ☒ Hazard reports
- ☒ Sick Bay and First Aid reports
- ☒ All reports (Staff Incidents / IRIS / Hazards / Sick Bay and First Aid)
- ☒ Workers Compensation Claims - Return to Work Coordinator
- ☒ Occupational Health Safety and Wellbeing Management

Staff Incident reports (Injury and Near Miss reports)

* Select a workplace to manage - Staff Incident reports (Injury and Near Miss reports)

Add or remove delegates - Staff Incident reports (Injury and Near Miss reports)

IRIS Incident reports (Student / Infrastructure / Security Incidents)

* Select a workplace to manage - IRIS Incident reports (Student / Infrastructure / Security Incidents)

4

Submit

- Let your delegate know of their access change.
- No email is automatically sent.
- They will need to know which parts of the management workspace they now have access to. This is based on the group/s you have added them to.

Delegates have access to all information and records just like principals.

The exceptions to this are if they are a:

- causal person of an incident
- causal person of a workers' compensation claim.

[Access the guide here](#)

eduSafe Plus faults and issues – tips and where to report



Trouble shooting tips

1. Log out and reopen eduSafe Plus
2. Clear the cache (internet browsing history)
3. Re boot the laptop

Services Portal - DE Portal

Welcome to the DE Services Portal
Your one location for support

How can we help?

Service Request
Ask questions and request services or access

Knowledge Base
Search knowledge articles to find answers

IT Faults and Issues
Contact the DE Service Desk to get problems fixed

My Tickets
Search open requests

Request	State	Updated
online inspection observer checklist not available for central team INC05552483	New	11m ago

Announcements
2 Treasury Place and 200 Victoria Parade tech concierges will be closed on Friday 28 February 2025

Featured Articles
Frequently asked questions about corporate IT
Russell Jones • 62 Views • 10mo ago • ★★★★★

Report a Cyber Security Issue
If you suspect or encounter a data or security issue

Live chat with the IMTD Service Desk
from 9:00 am to 5:00 pm

Useful Contacts information

eduSafe
Plus

Statewide OHS Services Team

Statewide OHS Services Team

The Statewide Occupational Health and Safety (OHS) Services Program provides comprehensive services to schools with OHS management and Emergency Management (EM) tasks.

The Statewide OHS Services Team, are Regionally based, providing free services to schools at their point of need, based on risks and available resources to reduce OHS workload for schools and improve safety management.

Scan the QR Code to find out more about our OHS Services Team and charter.



E-mail:

North Eastern Victoria Region:

NEVR.OHS@education.vic.gov.au

North Western Victoria Region:

NWVR.OHS@education.vic.gov.au

South Eastern Victoria Region:

SEVR.OHS@education.vic.gov.au

South Western Victoria Region:

SWVR.OHS@education.vic.gov.au

OHS Advisory Service

The OHS Advisory Service provides practical advice and support to schools. Support includes, but is not limited to, implementation of the latest OHS guidance, assistance with updating school OHS documentation, and reporting or closing hazards or incidents in [eduSafe Plus](#) (staff login required), through over the phone support, site visits or tailored expert advice.

This team can work with a range of school staff, including principals, assistant principals, business managers, leading teachers, and facilities staff, to better understand your school's environment and safety risks.

Telephone: 1300 074 715

E-mail: safety@education.vic.gov.au

Incident Support ISOC Support and Ops Centre

Principals and delegates can contact the Incident Support and Operations Centre (ISOC) for immediate advice, central coordination and referral to area-based support following student, security or infrastructure related incidents.

ISOC operates a 24-hour emergency co-ordination centre and can provide advice on personal safety and security.

Telephone: 1800 126 126

Workers Compensation

Return to Work and Compensation Team

Telephone: 03 7022 0780

workers.compensation.advisory@education.vic.gov.au

workers.compensation.SEVR@education.vic.gov.au

workers.compensation.SWVR@education.vic.gov.au

workers.compensation.NEVR@education.vic.gov.au

workers.compensation.NWVR@education.vic.gov.au

workers.compensation.corporate@education.vic.gov.au

Workers Compensation Claims management queries

Gallagher Bassett Telephone: 03 9297 9100

Lodging New Claims

E-mail: educlaims@gbtpa.com.au

Existing Claim Queries

educlaimsSEVR@gbtpa.com.au

educlaimsSWVR@gbtpa.com.au

educlaimsNEVR@gbtpa.com.au

educlaimsNWVR@gbtpa.com.au

educlaimsCorporate@gbtpa.com.au

Thank you

Provide your feedback here

Join at
slido.com
#3600 750

🔍 Passcode: **oag3zk**

