



Health & Safety (Injury and Incident) Policy

Introduction

- 1 U3A Upper Yarra Inc. recognises that the health and safety of its members and volunteers is important and that injuries or illnesses resulting from accidents or incidents should be reported and investigated to minimise the risk of recurrence.

Purpose

2. This policy documents the procedures to be applied:
 - when a serious injury or illness results from an accident or incident
 - when an incident occurs that has the potential to recur and to cause serious injury or illness

Policy

3. 'Incident' refers to any event that caused, or could have caused, serious injury or illness. Such events include fire, explosion, non-compliance with environmental regulatory requirements, vehicle accidents, equipment failure etc.
4. This policy applies to all members, volunteers and visitors within the responsibility of U3A Upper Yarra Inc.
5. U3A Upper Yarra Inc. commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero accident rate.
6. U3A Upper Yarra Inc. requires serious injuries and illness resulting from accidents or incidents that occur within a U3A Upper Yarra Inc. context to be reported and investigated and for a plan to be devised and implemented to address the cause and to prevent recurrence.
7. U3A Upper Yarra Inc. will respond promptly and decisively to any incident resulting in serious injury or illness and, if deemed necessary, an ambulance will be called.
8. U3A Upper Yarra Inc. will appoint a volunteer Health and Safety Officer (HSO), who may be a member of the Committee of Management, to administer this policy.

Procedures

9. A serious injury/illness resulting from an accident/incident within a U3A Upper Yarra Inc. context must be:
 - managed promptly including calling for appropriate emergency services (000 – Ambulance, Fire Brigade, Police)
then:
 - reported immediately to the Health & Safety Officer (HSO) or another committee member in the absence of the HSO who will inform the President or the President's representative, promptly
10. Within 24 hours of a serious injury/illness occurring the Health and Safety Officer or delegate will:
 - investigate the cause and devise a plan to prevent a recurrence of the incident
 - present a *Serious Injury or Illness Report* to the President in the VMIA Form as attached, with appropriate supporting documentation.
 - ensure that a copy of the completed *Serious Injury or Illness Report* is stored in the organisation's records management system and laid before the next meeting of the Committee of Management.
11. U3A Upper Yarra Inc. Committee of Management will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's *Serious Injury or Illness Report*.
12. Any accident/incident that has the *potential* to result in injury or illness will be reported to the Health and Safety Officer within 24 hours of the incident or accident.
13. Within 48 hours of an accident or incident that has the *potential* to recur and cause injury or illness, the Health and Safety Officer or delegate will:
 - investigate the incident and present a report to the President in the VMIA Form as attached
 - ensure that the completed report is stored in the organisation's records management system
 - table the report before the next meeting of the Committee of Management.
14. U3A Upper Yarra Inc. Committee of Management will determine and implement remedial actions arising from consideration of the *Serious Incident Report*.
15. Where an incident results in a death:
 - a. Emergency Services will be notified (telephone 000) immediately
 - b. The U3A Upper Yarra Inc. President will be notified immediately
 - c. The site of the incident will be secured until a Victoria Police officer arrives unless disturbance to the site of a fatality is for the purpose of aiding a person injured in the incident.

Responsibilities

16. It is the responsibility of the Committee of Management to ensure that:

- members and volunteers are aware of this policy
- all serious injuries/illnesses/incidents are investigated and corrective action implemented
- all matters relating to members health and safety are dealt with promptly and decisively

17. Members and volunteers are responsible for immediately reporting:

- a serious injury/ illness or incident to the Health & Safety Officer or another committee member
- a death to Emergency Services and to U3A Upper Yarra's President

18. The Health and Safety Officer (HSO) is responsible for:

- immediately informing the President following a report of a serious injury/illness/incident
- investigating and documenting the circumstances surrounding a serious injury/illness/incident, in consultation with the injured person
- devising a plan to prevent further injuries/incidents
- providing a written report to the President, in the Victorian Managed Insurance Authority (VMIA) form as attached who will forward it to the VMIA.
- delegating responsibility of OH&S to another committee member when unavailable to carry out the duties required

19. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a U3A Upper Yarra Inc. context are reported promptly to the Health and Safety Officer.

Authorisation

This policy:

- has been prepared from policy guideline 06 – Health & Safety (Serious Injury & Incident) V.1 provided by U3A Network Victoria
- was adopted by the Committee of Management of U3A Upper Yarra Inc., and minuted as such, on **27th June 2018**
- will be published by the Committee of Management of Upper Yarra U3A on its website within 4 weeks of the date of this authorisation
- Will be reviewed at a time no longer than three years from the above date of adoption

Related Policies

Risk Management