



**BANYULE**  
UNIVERSITY OF THE THIRD AGE

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## **Policy Guideline 04 – Health and Safety (Serious Injury and Incident)**

### **Introduction**

1. U3A Banyule 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 acted upon, reported and investigated to minimise the risk of recurrence. U3A Banyule will endeavour to achieve a zero accident rate.

### **Purpose**

2. This policy documents the procedures to be applied:
  - where a serious injury or illness results from an accident or incident;
  - where 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, falls due to hazards or any other event.
4. This policy applies to all members, volunteers, tutors and visitors under the control of U3A Banyule.
5. U3A Banyule commits to preventing accidents and minimising dangerous incidents at its premises. It will endeavour to achieve a zero accident rate.
6. U3A Banyule requires the reporting and investigation of incidents that occur in a U3A Banyule context and for methods to be devised and implemented to address the cause and to prevent recurrence.
7. U3A Banyule will respond promptly and decisively to any incident.
8. U3A Banyule will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management or be off Committee, to administer this policy.

### **Procedures**

9. An incident within a U3A Banyule context must be reported immediately by a member, volunteer, or tutor, to the Health and Safety Officer, who will inform the President promptly.
10. A member, volunteer or tutor involved in, or party to, an incident should record the details on the U3A Banyule Incident Notification Form (attached to this Policy), which is available in the office (and supplied to tutors) for use by the Health and Safety Officer in compiling a report.

11. Within 24 hours of an incident the Health and Safety Officer will:
  - investigate the cause and devise a plan to prevent a recurrence of the incident;
  - present a report to the President on the attached U3A Banyule Incident Notification Form, with appropriate supporting documentation;
  - ensure that a copy of the completed Incident Notification Form is stored in the U3A Banyule's records management system and presented at the next meeting of the Committee of Management.
12. U3A Banyule's Committee of Management will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's report in the Incident Notification Form.
13. Any incident that has the *potential* to result in injury or illness will be reported by a member, volunteer or tutor to the Health and Safety Officer within 24 hours of occurrence.
14. The member, volunteer, or tutor should record the details of the *potential* incident on an Incident Notification Form which is available from the office (and supplied to tutors) for use by the Health and Safety Officer in compiling a report.
15. Within 48 hours of an incident that has the *potential* to recur and cause injury or illness, the Health and Safety Officer will:
  - investigate the incident and present a report to the President on the Incident Notification Form;
  - ensure that the completed report is stored in the organisation's records management system;
  - present the report at the next meeting of the Committee of Management.
16. U3A Banyule's Committee of Management will determine and implement remedial actions arising from consideration of the Incident Notification Form.
17. Where an incident results in a death or serious injury:
  - Emergency Services will be notified (telephone 000) immediately by a member, volunteer or tutor;
  - U3A Banyule's President will be notified immediately;
  - 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.
18. Where an incident results in an injury or loss/damage, the President will notify and liaise with U3A Banyule's insurer, the Victorian Management Insurance Authority (VMIA) and if applicable, will lodge a claim on the relevant form (see attached VMIA claim form).
19. Incidents as a result of premises (eg a slipping on flooring) should also be reported to the property owner (eg Banyule City Council) by the Health and Safety Officer.

### **Responsibilities**

20. It is the responsibility of the Committee of Management to ensure that:
  - members, volunteers and tutors are aware of this policy;
  - all incidents are investigated and corrective action implemented;
  - all matters relating to members' health and safety are dealt with promptly and decisively;
  - all members and volunteers are made aware of the need to wear their name tags, (providing medical and emergency contacts), at all U3A activities, to facilitate identification and provide access to emergency contact details.

21. Members, volunteers and tutors are responsible for immediately reporting:
- a death or serious injury to Emergency Services and to U3A Banyule's President.
  - an incident or *potential* incident to the Health and Safety Officer, or if unavailable, the President;
  - the details of an incident or potential incident on the Incident Notification Form which is available from the office (and supplied to tutors) for use by the Health and Safety Officer in compiling a report.
22. The Health and Safety Officer is responsible for:
- monitoring of U3A premises and providing advice to the Committee regarding measures which should be taken to prevent injury;
  - immediately informing the President following a report of an incident;
  - investigating and documenting the circumstances surrounding an incident, in consultation with any injured person;
  - devising a plan to prevent a recurrence of further incidents;
  - providing a written report to the President, on the U3A Banyule Incident Notification Form and ensuring it is stored in U3A Banyule's records management system;
  - reporting incidents to Banyule City Council, if incidents are the result of the premises (eg slippage on the floor).
23. Members, volunteers and tutors are responsible for promptly removing hazards when identified.
24. On behalf of the Committee of Management, the President is responsible for notifying and liaising with the VMIA and lodging an insurance claim where applicable.

#### **Authorisation**

25. This policy was adopted by the Committee of Management of U3A Banyule and minuted on [insert date of meeting].
26. This policy will be published by U3A Banyule Committee of Management on its website.

#### **Related Policies**

Nil

U3A Banyule Policy Guideline – Health and Safety (Serious Injury and Incident)	Version Number:1
Endorsed by U3A Banyule Committee of Management	Date:15 December 2016
President:	Secretary:

## U3A Banyule Incident Notification Form

Report Prepared By: \_\_\_\_\_

Affected Person: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Contact Details: : \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

### Incident details

Incident Date: \_\_\_\_\_

Incident Time: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Type of incident:

- |   |   |
|---|---|
| <input type="checkbox"/> Property damage            | <input type="checkbox"/> Motor vehicle claim                              |
| <input type="checkbox"/> Lost/stolen property       | <input type="checkbox"/> Travel claim                                     |
| <input type="checkbox"/> Injury to volunteer        | <input type="checkbox"/> Professional indemnity/director & officers claim |
| <input type="checkbox"/> Injury to member of public | <input type="checkbox"/> Fraud / misappropriation of funds                |
| <input type="checkbox"/> Personal accident          | <input type="checkbox"/> Other (please specify)                           |

Has the Health and Safety Officer, U3A Banyule been contacted?  Yes  No

Has the President, U3A Banyule been contacted?  Yes  No

Description of Incident: (include details of witnesses and a separate attachment if insufficient space)

\_\_\_\_\_

Action Taken:

\_\_\_\_\_

External Involvement:

Were authorities or other agencies notified at the time?  Yes  No

If Yes, 1) By whom and how were they notified? \_\_\_\_\_

2) Which authorities or agencies? \_\_\_\_\_

3) Did this person then take a role in managing the incident?  Yes  No

4) If appropriate, has the President notified the insurers?  Yes  No

Note: The property owner must be advised if incident happened on their property.

Was the owner advised?  Yes  No Owners Name: \_\_\_\_\_ Date: \_\_\_\_\_

Final Outcome: What was the final outcome of the incident? When was it resolved?

\_\_\_\_\_

Future Prevention: Can this incident be prevented at future U3A Banyule activities? If so, how?

\_\_\_\_\_

Attach supplementary information such as map, witness statements etc

