



BANYULE
UNIVERSITY OF THE THIRD AGE

U3A Banyule Inc A00136220

ABN 76 751 606 570

Office: Upper Ground Floor, 275 Upper Heidelberg Rd, Ivanhoe

Ivanhoe Library and Cultural Hub (ILCH)

Mail: PO Box 454, Rosanna, Victoria, 3084

Phone: 0418 749 228

Website: u3abanyule.org.au

Email: info@u3abanyule.org.au

U3A BANYULE INCIDENT NOTIFICATION FORM

U3A Banyule requires the reporting and investigation of incidents including data breaches of a person's privacy that occur in a U3A Banyule context. An incident refers to any event that caused, or could have caused, injury or illness, or in the case of a data breach, emotional distress, identity theft/fraud or reputational damage. This includes any incident that has the potential to result in injury or illness.

Following an incident, the first sections of this form should be immediately completed by a U3A Banyule member or tutor. Email report to info@u3abanyule.org.au or leave in the office. In the case of a serious incident contact the President on 0417135596

- 1 Contact the following to inform them of the incident:

Health & Safety Officer

Contact made Left a message

Secretary

Contact made Left a message

U3A Banyule Community Wellbeing Officer

Contact made Left a message

- 2 Once incident investigation completed, file this form in the 'Incident Notification Form' suspension file in the large drawer of Desk 2, in the Office.

Provision of clear details will enable U3A Banyule's Committee of Management to determine and implement remedial actions arising from consideration of the Incident.

Incident Reporting Details

	Report prepared by	Affected person
Name		
Address		
Telephone		

Mobile phone number		
Email		
Signature		
Date		

Incident Details

Date _____ Time _____

Location _____

Incident type (tick)

- Injury/incident to U3A Banyule member
- Injury to Member of the public
- Property damage
- Fraud / misappropriation
- Privacy breach
- Complaint
- Other (please specify)

Description of Incident: (include details of witnesses, witness statements, photos or sketch (provide separate attachments if insufficient space))

Action taken at the time of the incident:

Who took a role in managing the incident? _____

First Aid provided? Yes No Not Applicable

Were external authorities or other agencies notified at the time? Yes No Not Applicable

If Yes

- Which authorities or agencies? _____
- By whom and how were they notified? _____
- Name of agency contact _____

Follow up Action by H&S Officer and Committee of Management

H&S Officer contacted persons involved Yes No Date

President and/or Secretary Yes No Date

If appropriate, have the insurers been notified? Yes No Date

Have the property owners been notified? Yes No Date

Owner _____

Contact person _____

What was the final outcome of the incident? Have any building issues been resolved?

Health and Safety report provided to Committee of Management? Yes No

Community Wellbeing Officer follow up with injured person? Yes No

Health & Safety Officer

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

--

Signature _____

Date _____

VERSION	STATUS	DATE
1	Endorsed by CoM	10 January 2024
2	Approved by CoM	17 July 2026