



BANYULE
UNIVERSITY OF THE THIRD AGE

U3A Banyule Inc A00135220

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

Ivanhoe Library and Cultural Hub (ILCH)

Mail: PO Box 454, Rosanna, Victoria, 3084

Website: u3abanyule.org.au

ABN 76 751 606 570

Phone: 0418 749 228

Email: info@u3abanyule.org.au

U3A BANYULE INCIDENT NOTIFICATION FORM

U3A Banyule Committee of Management (CoM) 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 life - threatening incident or accident that takes place in any one of the venues hired by U3A:

- Call for an ambulance ^{1,2}
- Notify relevant staff e.g. a librarian in the Ivanhoe Library and Cultural Hub (ILCH)
- Contact the President on 0417135596 or the Vice President on 0408033586

¹ In Australia, a bystander or "Good Samaritan" who dials Triple Zero (000) is never billed or held legally responsible for ambulance fees. In Victoria, the person who is treated or transported is billed by [Ambulance Victoria](#), even if a third party or bystander made the call. If a person receives a bill and believes at the time, they did not know an ambulance was being called and could not have authorised treatment they can request a billing review by calling [1800 990 029](tel:1800990029). If the patient does not have a membership, concession, or other coverage, they can apply to Ambulance Victoria for [hardship assistance](#).

² If the venue has a Defibrillator and a decision is made to use it in the situation 'The Good Samaritan Act' is applicable. The act acknowledges that the First Aid responder did everything within their power to revive the casualty and the loss of life is at no fault of their own. <https://www.stjohnvic.com.au/news/defibrillators-in-the-workplace/>

1. In all situations inform the Health and Safety Officer on 0418123015

Contact made

Left a message

2. Once the incident investigation has been completed by the Health and Safety Officer, the form must be placed in the 'Incident Notification Form' suspension file in the large drawer of Desk 2, in the Office.

The President is required to report the incident/accident at the next meeting of CoM. Provision of clear details will enable U3A Banyule's CoM 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:

