



BANYULE
UNIVERSITY OF THE THIRD AGE

U3A Banyule Inc A0013622D

ABN 76 751 606 570

Office: Upper Ground Floor, 275 Upper Heidelberg Rd, Ivanhoe
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U3A BANYULE – INCIDENT NOTIFICATION FORM

U3A Banyule requires the reporting and investigation of incidents that occur in a U3A Banyule context. An incident refers to any event caused, or could have caused, injury or illness. 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**

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

Health and Safety Officer	Contact made	Left a message
Secretary	Contact made	Left a message
U3A Banyule Community Welfare 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 Notification Form.

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
- Other (please specify) _____

First Aid provided? Yes No

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

If Yes,

o Which authorities or agencies? _____

o By whom and how were they notified _____

o 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

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 Welfare Officer follow up with injured person? Yes No

Health and Safety Officer

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

Signature _____

Date _____

January 10 2024