



BANYULE
UNIVERSITY OF THE THIRD AGE

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U3A Banyule Inc.

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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, this form should be completed by a member, volunteer, or tutor.

1. Complete the attached form.
2. Contact the **Health and Safety Officer AND Secretary** to inform them of the incident.
3. File this form in the filing cabinet, adjacent to the photocopier, **under Incident Notification Form.**
4. U3A Banyule's Committee of Management will determine and implement remedial actions arising from consideration of the Incident Notification Form.

Version Number	Status	Date
1		May
2	Draft	18 May 2022
3	Endorsed by CoM	15 July 2022

U3A Banyule Incident Notification Form

	Report Prepared
	By: <input type="text"/>
	Affected Person: <input type="text"/> Aff

Contact Details: <input type="text"/>	Contact
Details: <input type="text"/>	
Address: <input type="text"/>	Address
<input type="text"/>	
Telephone: <input type="text"/>	Telepho
ne: <input type="text"/>	
Mobile: <input type="text"/>	Mobile:
<input type="text"/>	
Email: <input type="text"/>	Email:
<input type="text"/>	

Signature: _____	Signature: _____
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Incident details

Incident Date:

Incident Time:

Incident Location:

- Type of incident:**
- | | |
|---------------------------------------|--|
| Property damage | Motor vehicle claim |
| Lost/stolen property | Travel claim |
| Injury to volunteer | Professional indemnity/director & officers claim |
| Injury/incident to U3A Banyule member | Fraud / misappropriation of funds |
| Personal accident | Other (please specify)..... |

Contact made with U3A Health & Safety Officer (see telephone number page 1) Yes Left a message
 AND contact made with U3A Banyule Secretary (see telephone number page 1) Yes Left a message

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