

# **7. U3A LAKES ENTRANCE – Policy Guidelines**

## **HEALTH & SAFETY**

**(Serious Injury or Incident) (approved 11 March 2021)**

### **Introduction**

1. U3A Lakes Entrance recognises that the health and safety of its members and volunteers is important and that injuries resulting from accidents or incidents should be reported and investigated to minimise the risk of recurrence.

### **Purpose**

2. This policy documents the procedures to be applied:
  - Where a serious illness or injury results from an accident or incident.
  - Where an incident occurs that has the potential to re-occur and to cause serious injury or illness.
3. This document is a policy guideline and is consistent with:
  - The U3A Network Victoria Rules & Constitution amended December 2013.
  - The Associations Incorporation Reform Regulations 2012.

### **Policy**

4. “Incidents” 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, etc.
5. This policy applies to all members, volunteers and visitors under the control of U3A Lakes Entrance.
6. U3A Lakes Entrance commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero-accident rate.
7. U3A Lakes Entrance requires serious injuries and illnesses resulting from accidents or incidents that occur in a U3A context to be reported and investigated and for a plan to be devised and implemented to address the cause and to prevent recurrence.
8. U3A Lakes Entrance will respond promptly and decisively to any incident resulting in serious injury or illness.
9. U3A Lakes Entrance will appoint a volunteer Health & Safety Officer, who may be a member of the Committee of Management, to administer this policy.
10. The Committee of Management is responsible for establishing, implementing, publishing and reviewing this policy.

### **Procedures**

11. A serious injury / illness resulting from an accident / incident within the U3A Lakes Entrance context must be reported immediately to the Health & Safety Officer, who will inform the President promptly.
12. Within 24 hours of a serious injury / illness occurring the Health & Safety Officer will:

- Investigate the cause and devise a plan to prevent a recurrence of the incident.
  - Present a Serious Injury or Illness Report to the President in the VMIA form attached, with appropriate supporting documentation.
  - Ensure that a copy of the completed Serious Injury / Illness Report is stored in the U3A records management system and presented at the next Committee of Management meeting.
13. U3A Lakes Entrance Committee of Management will implement appropriate remedial actions arising from consideration of the Health & Safety Officer's Report
14. Any accident / incident that is considered to have the potential to result in injury or illness will be reported to the Health & Safety Officer within 24 hours of the incident or accident.
15. Within 48 hours of an accident or incident that is considered to have the potential to recur and cause injury or illness, the Health & Safety Officer will:
- Investigate the incident and present a report to the President.
  - Ensure that the completed report is stored in the U3A records management system
  - Is presented to the next meeting of the Committee of Management.
16. U3A Committee of Management will determine and implement remedial action from consideration of the Serious Incident Report.
17. Where an incident results in death:
- Emergency Services will be notified immediately – telephone 000.
  - The U3A Lakes Entrance President will be notified immediately.
  - The site of the incident or accident will be secured until the Victorian Police officer arrives, unless disturbance of the site of the fatality is for the purpose of aiding a person injured in the incident.

## **Responsibilities**

18. It is the responsibility of the Committee of Management to ensure that:
- Members and volunteers are aware of this policy
  - All serious injuries / illnesses / incidents are investigated, and corrective action implemented
  - All matters relating to members health and safety are dealt with promptly and decisively.
19. Members and volunteers are responsible for immediately reporting:
- A serious injury, illness or incident to the Health and Safety Officer.
  - A death to Emergency Services and to the U3A Lakes Entrance President.
20. The Health & Safety Officer is responsible for:
- Immediately informing the President following a report of a serious injury / illness.
  - Investigating and documenting the circumstances surrounding a serious injury, illness or incident, in consultation with the affected persons.
  - Devising a plan to prevent further injuries or incidents
  - Providing a written report to the President.
21. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a U3A Lakes Entrance context are reported to the Health & Safety Officer.

22. It is the responsibility of everyone to take responsibility for their own actions to prevent the risk of injury to themselves or others.

***This document was approved by the Lakes Entrance U3A  
Committee of Management on 11 March 2021.***



# LAKES ENTRANCE

UNIVERSITY OF THE THIRD AGE

## INCIDENT REPORT

(To be completed and passed to U3A Secretary)

**Type of incident** (medical, illness, accident, fire, other)

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**Date of Incident** ..... **Time** .....

**Name of any person/persons effected by the incident**

.....

**Did anyone require medical assistance as a result of the incident** (give details)

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**Were any emergency services contacted** (give details)

.....

**Details of persons present who witnessed the incident**

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**Brief description of incident**

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**Name of Person Completing this report**

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**Contact details** .....