



## POLICY 09: HEALTH & SAFETY POLICY

### 1. INTRODUCTION

U3A Mornington (U3AM) is committed to protecting the health and safety of all members in venues where U3AM courses, activities and events occur. U3AM recognises that the health and safety of its members and volunteers is important and that injuries or illnesses resulting from accidents or incidents should be reported and investigated to minimise the risk of recurrence.

### 2. PURPOSE

U3AM commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero-accident rate.

This purpose of this policy is to clarify the procedures to be applied:

- Where a serious injury or illness results from an accident or incident
- Where an incident occurs that has the potential to recur and to cause serious injury or illness.

### 3. SCOPE

This policy applies to U3AM as an organisation as well as to our member tutors, honorary/guest tutors and volunteers (hereafter referred to as volunteers) and to our members. It also applies to visitors under the control of U3AM.

### 4 DEFINITIONS

'**Incident**' 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.

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## 5. POLICY

5.1 U3AM will take all reasonable and practicable steps to improve venue safety conditions and will strive to achieve its goal of zero harm, in venues where U3AM courses, activities and events occur.

5.2 U3AM is committed to:

- Providing safe equipment for use by members and volunteers.
- Providing appropriate Health and Safety information to its members and volunteers.
- Maintaining relevant policies, procedures, systems, information and organisational structures to support and communicate effective health and safety practices throughout U3AM.
- Utilising appropriate internal and/or external expertise when required in all related activities (electricians, maintenance, etc).
- Maintaining a positive safety culture and the cooperation of all members and volunteers in promoting and developing measures to improve health and safety at U3AM.
- Actively responding to, investigating and recording all incidents according to the Incidents Procedure.

5.3 U3AM will appoint an Occupational Health and Safety Officer, who may be a member of the Committee of Management (Committee), to administer this policy.

5.4 U3AM will regularly implement and maintain this policy and related procedures, to ensure its integrity and effectiveness and to facilitate continuous improvement.

5.5 U3AM requires serious injuries and illness resulting from accidents or incidents that occur in a U3AM context to be reported and investigated and for a plan to be devised and implemented to address the cause and to prevent recurrence.

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5.6 U3AM will respond promptly and decisively to any incident resulting in serious injury or illness.

5.7 U3AM members and volunteers have a duty of care to:

- Take on the responsibility to act and go about their U3AM business safely.
- Take all reasonable care for their own health and safety.
- Consider the health and safety of other people who may be affected by their actions.
- Ensure that they adhere to the U3AM COVID-Safe plan which applies. This is available on the website.

## 6. RESPONSIBILITIES

6.1 It is the responsibility of the Committee 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 the health and safety of members and volunteers are dealt with promptly and decisively.

6.2 It is the responsibility of all members and volunteers to ensure that incidents and hazards in a U3AM context are reported promptly to the Occupational Health and Safety Officer at [ohs@u3amornington.org.au](mailto:ohs@u3amornington.org.au).

6.3 Members and volunteers are responsible for immediately reporting:

- A serious injury/ illness or incident to the Occupational Health and Safety Officer at [ohs@u3amornington.org.au](mailto:ohs@u3amornington.org.au).
- A death to Emergency Services and to the President at [president@u3amornington.org.au](mailto:president@u3amornington.org.au) or the Secretary at [secretary@u3amornington.org.au](mailto:secretary@u3amornington.org.au).

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- An Accident/Incident report is to be completed for each accident/incident by the person in charge when the accident/incident occurred. This is usually (but not necessarily) the tutor. The actual form for the report is available on the website.

6.4 The Occupational Health and 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/incident, in consultation with the injured person.
- Devising a plan to prevent further injuries/incidents.
- Providing a written report to the President or Secretary.

## 7. PROCEDURE

7.1 After being advised of a serious injury/illness occurring, the Occupational Health and Safety Officer will, as soon as possible:

- Investigate the cause and devise a plan to prevent a recurrence of the incident
- Present an Accident-Incident Report to the President and the Committee.
- If appropriate, make a claim on the VMIA insurance policy found at <https://www.vmia.vic.gov.au/claim/make-a-claim>, with appropriate supporting documentation.
- Ensure that a copy of the completed Accident-Incident form is stored in Microsoft Teams and tabled at the next meeting of the Committee of Management.

7.2 The Committee will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's Accident-Incident Report.

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7.3 The Committee will determine and implement remedial actions arising from consideration of the Accident-Incident Report.

7.4 Where an incident results in a death:

- Emergency Services will be notified (telephone 000) immediately.
- The President will be notified immediately.
- The site of the incident will be secured until a Victoria Police officer arrives, unless disturbance to the site of a fatality is for the purpose of aiding a person injured in the incident

## **8. RELATED POLICIES**

01: Code of Conduct Policy

02: Privacy Policy

06: Risk Management Policy

## **9. REFERENCES**

U3A Network Victoria

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