



## **HEALTH AND SAFETY (SERIOUS INJURY AND INCIDENT) POLICY**

### **Introduction**

1. U3A Emerald Inc. 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.

### **Purpose**

2. This policy documents 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.

### **Policy**

3. *Incident* refers to any event that caused, or could have caused, serious injury or illness. This includes events such as fire, explosion, noncompliance with environmental regulatory requirements, vehicle accidents and equipment failure.
4. This policy applies to all members, volunteers and visitors under the control of U3A Emerald Inc.
5. U3A Emerald Inc. commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero accident rate.
6. U3A Emerald Inc. requires serious injuries and illness resulting from accidents or incidents that occur in a U3A Emerald Inc. context to be reported and investigated, and for a plan to be devised and implemented to address the cause and to prevent recurrence.
7. U3A Emerald Inc. will respond promptly and decisively to any incident resulting in serious injury or illness.
8. U3A Emerald Inc. will seek to appoint a volunteer, who may be a member of the Committee of Management, to administer this policy. However, if a suitable volunteer cannot be found, the President may delegate administrative tasks to other committee members or Emerald U3A Inc. members.

### **Procedures**

9. A serious injury or illness resulting from an accident or incident within a U3A Emerald Inc. context must be reported immediately to the President.
10. Within 24 hours of a serious injury or illness occurring, the President or their delegate will:
  - investigate the cause and devise a plan to prevent a recurrence of the incident
  - complete a *Serious Injury or Illness Report* in the VMIA Form as attached (or its replacement) with appropriate supporting documentation
  - ensure that a copy of the completed *Serious Injury or Illness Report* is stored in the organisation's records management system and laid before the next meeting of the Committee of Management.
11. U3A Emerald Inc.'s Committee of Management will implement appropriate remedial actions arising from consideration of the *Serious Injury or Illness Report*.
12. Any accident or incident that has the potential to result in injury or illness will be reported to the President or their delegate within 24 hours of the incident or accident.

13. Within 48 hours of an accident or incident that has the potential to recur and cause injury or illness, the President or their delegate will:
  - investigate the incident and present a report to the President in the VMIA Form as attached (or its replacement)
  - ensure that the completed report is stored in the organisation's records management system
  - lay the report before the next meeting of the Committee of Management.
14. U3A Emerald Inc.'s Committee of Management will determine and implement remedial actions arising from consideration of the Serious Incident Report.
15. Where an incident results in a death:
  - 15.1. Emergency Services will be notified (telephone 000) immediately
  - 15.2. U3A Emerald Inc.'s President will be notified immediately
  - 15.3. 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.

## **Responsibilities**

16. 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.
17. It is the responsibility of all members to wear a name badge when engaged in U3A activities. That name badge must include on its reverse side the name and phone number of a contact person, their doctor's name and contact number, whether or not the individual is an ambulance subscriber.
18. Members and volunteers are responsible for immediately reporting
  - a serious injury, illness or incident to the President or their delegate
  - a death to Emergency Services and to U3A Emerald Inc.'s President.
19. The President or their delegate is responsible for:
  - immediately informing the President following a report of a serious injury or 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 or incidents
  - providing a written report to the President, in the VMIA form as attached (or its replacement).
20. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a U3A Emerald Inc. context are reported promptly to their tutor or a member of the Committee.

## **Authorisation**

This Health and Safety was adopted by the Committee of Management of U3A Emerald Inc. and minuted as such, on 30 April 2019.

# Incident Notification Form



## Important

- Fully complete this form, where applicable, to ensure prompt attention.
- If there is not enough space for your answer in any section, please write the details on a separate sheet of paper.
- This form to be completed and emailed to: [claims@vmia.vic.gov.au](mailto:claims@vmia.vic.gov.au)

## Insured's details

Organisation Name:

Contact Person:

Address:

Telephone:

Fax:

Email:

## Incident details

Incident date:

Incident location:

Type of incident:

- |  |   |
|--|---|
| <input type="checkbox"/> Property damage                 | <input type="checkbox"/> Personal accident                                |
| <input type="checkbox"/> Lost / stolen property          | <input type="checkbox"/> Contract works claim                             |
| <input type="checkbox"/> Employment issue                | <input type="checkbox"/> Motor vehicle claim                              |
| <input type="checkbox"/> Injury to member of public      | <input type="checkbox"/> Travel claim                                     |
| <input type="checkbox"/> Injury to volunteers            | <input type="checkbox"/> Fraud / misappropriation of funds                |
| <input type="checkbox"/> Medical indemnity claim         | <input type="checkbox"/> Professional indemnity/director & officers claim |
| <input type="checkbox"/> Other (please specify if known) |   |

Description of incident:

## Third party details (if relevant)

