

Policy No. 7: Health and Safety

1. Introduction

U3A Frankston 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. This policy is to be read in conjunction with the Medical Emergency Instructions which are placed on all noticeboards at U3A Frankston.

2. Purpose

This policy documents the procedures to be applied:

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

3. Policy

- 3.1 '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 or vehicle accidents
- 3.2 This policy applies to all members, volunteers and visitors under the control of U3A Frankston.
- 3.3 U3A Frankston commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero accident rate.
- 3.4 U3A Frankston requires serious injuries and illness resulting from accidents or incidents that occur in U3A Frankston context to be reported and investigated, and for a plan to be devised and implemented to address the cause and to prevent recurrence.
- 3.5 U3A Frankston will respond promptly and decisively to any incident resulting in serious injury or illness.
- 3.6 U3A Frankston will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.

4. Procedures

- 4.1 A serious injury/illness resulting from an accident/incident within a U3A Frankston context must be reported immediately to the Health & Safety Officer, who will inform the President promptly.
- 4.2 Within 24 hours of a serious injury/illness occurring, the Health and Safety Officer will:
 - investigate the cause and devise a plan to prevent a recurrence of the incident

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- present a *Serious Injury or Illness Report* to the President on the VMIA Form held in the office 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.
- 4.3 U3A Frankston's Committee of Management will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's *Serious Injury or Illness Report*.
- 4.4 Any accident/incident that has the *potential* to result in injury or illness will be reported to the Health and Safety Officer within 24 hours of the incident or accident.
- 4.5 Within 48 hours of an accident or incident that has the *potential* to recur and cause injury or illness, the Health and Safety Officer will:
- investigate the incident and present a report to the President on the VMIA Form
 - 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.
- 4.6 U3A Frankston's Committee of Management will determine and implement remedial actions arising from consideration of the *Serious Incident Report*.
- 4.7 Where an incident results in a death:
- Emergency Services will be notified (telephone 000) immediately
 - U3A Frankston's 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.

5. Responsibilities

- 5.1 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.
- 5.2 Members and volunteers are responsible for immediately reporting
- a serious injury/ illness or incident to the Health & Safety Officer
 - a death to Emergency Services and to U3A Frankston's President.

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- 5.3 The 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 on the VMIA form
- 5.4 It is the responsibility of all members and volunteers to ensure that incidents and hazards in a U3A Frankston context are reported promptly to the Health and Safety Officer.

6. Authorisation

- 6.1 This Health and Safety Policy was adopted by the Committee of Management of U3A Frankston and minuted as such, on 19 February 2016.
- 6.2 This policy will be published by the Committee of Management of U3A Frankston on its website within four weeks of the date of this authorisation.

Related Policies

- Policy No. 1: Privacy
- Policy No. 2: Code of Conduct
- Policy No. 3: Sexual Harassment
- Policy No. 4: Bullying
- Policy No. 5: Risk Management
- Policy No. 6: Anti-Discrimination
- Policy No. 8: Conflict of Interest

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