

## **Health and Safety Policy 2022**

*(including Serious Injury and Incident Reporting)*

### **Introduction**

1. U3A Indigo 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 followed by U3A members in reporting and investigating:
  - incidents that involve serious injury or illness
  - incidents that could recur and cause serious injury or illness.
3. *'Incident'* refers to any event that caused, or could have caused, serious injury or illness. Such events include but are not limited to mishaps during course activities, equipment failure, electrical faults, vehicle accidents, fire, explosion, or non-compliance with environmental regulatory requirements or with public health requirements.
4. This policy applies to all members, volunteers, and visitors whilst undertaking U3A Indigo activities.

### **Policy**

5. U3A Indigo commits to minimising accidents and dangerous incidents that could occur during its activities.
6. U3A Indigo will respond promptly and decisively to any incident resulting in serious injury or illness.
7. U3A Indigo will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.
8. The Health and Safety Officer may recommend action to address the cause of an incident in order to prevent a recurrence.
9. U3A Indigo has Community Service Organisation Insurance with the Victorian Managed Insurance Authority (VMIA) covering members who volunteer for U3A Indigo activities as well as U3A Indigo Incorporated. The insurance covers public and product liability, professional indemnity, and personal injury of volunteers. This insurance arrangement does not replace or supplement a member's own private insurance.

## Procedures

10. Where an incident results in death or serious injury:
  - a) members present will immediately notify Emergency Services by telephoning 000;
  - b) the site of the incident will be secured until a Victoria Police officer arrives unless it is necessary to disturb the site for the purpose of aiding a person injured in the incident;
  - c) Indigo U3A's President will be notified as soon as practicable.
  
11. Within 48 hours of a serious injury/illness occurring the Health and Safety Officer will:
  - a) investigate the cause of the incident;
  - b) present a *Serious Injury or Illness Report* to the President using the VMIA Incident Reporting Form, with appropriate supporting documentation;
  - c) 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.
  
12. Indigo U3A's Committee of Management will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's *Serious Injury or Illness Report*.

## Responsibilities

13. It is the responsibility of the Committee of Management (COM) to ensure that:
  - a) members and volunteers are aware of this policy;
  - b) all serious injuries/illnesses/incidents are investigated and corrective action implemented as necessary;
  - c) all matters relating to members health and safety are dealt with promptly and decisively;
  - d) the Health and Safety Officer is actively supported in policy implementation.
  
14. Tutors or activity leaders are responsible for providing general advice on how to minimise risks in activities where some potential risk has been identified.
  
15. Members and volunteers are responsible for:
  - a) immediately reporting life threatening incidents to Emergency Services (000) and advising U3A Indigo's President of such incidents as soon as practicable;
  - b) reporting any serious injury/ illness or incident to a member of the COM or to the Health and Safety Officer.
  
16. The Health and Safety Officer is responsible for:
  - a) investigating and documenting the circumstances surrounding a serious injury/illness/incident, in consultation with the injured person;
  - b) devising as necessary a plan to prevent further injuries/incidents;
  - c) providing a written report to the President, in the VMIA form as attached.
  
17. Members and volunteers are encouraged to look out for one another and to report any hazards to a COM member or to the Health and Safety Officer.

18. Members and volunteers are encouraged to carry information about any health issues of concern in a readily accessible form. Where appropriate, people with health issues of concern may choose to alert other members or the activity leader or tutor of their condition.

**Authorisation**

19. This policy was adopted by the Committee of Management of Indigo U3A, on 10 November 2022.