

Policy - Health and Safety (Serious Injury and Incident)

U3A Yarra City recognises the importance of the health and safety of its members and volunteers. Injuries or illnesses resulting from accidents or incidents should be reported and investigated to minimise the risk of recurrence.

U3A Yarra City will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.

Any serious injury or illness occurring within the context of a U3A Yarra City activity must be reported immediately to the Health and Safety Officer who will inform the President.

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
- present a Serious Injury or Illness Report to the President in the appropriate Victorian Managed Insurance Authority (VMIA) form with supporting documentation.
- ensure that a copy of the Report is stored in the organisation’s records management system and laid before the next meeting of the Committee of Management.

U3A Yarra City’s Committee of Management will determine and implement remedial actions arising from consideration of the Serious Incident Report.

Where an incident results in a death:

- a. Emergency Services must be notified (telephone 000) immediately
- b. U3A Yarra City’s President (or Deputy, if unavailable) must be notified immediately.
- c. the site of the incident must be secured until a Victoria Police officer arrives unless disturbance to the site is for the purpose of aiding a person injured in the incident.

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.

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 Yarra City’s President or Deputy.

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