

## **Policy Guideline 07 – Health & Safety (Serious Injury and Incident)**

### **Introduction**

1. U3A Ringwood Incorporated 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. Such events include fire, explosion, non-compliance with environmental regulatory requirements, vehicle accidents, equipment failure etc.
4. This policy applies to all members, volunteers and visitors under the control of U3A Ringwood Incorporated.
5. U3A Ringwood Incorporated commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero accident rate.
6. U3A Ringwood Incorporated requires serious injuries and illness resulting from accidents or incidents that occur in a U3A Ringwood Incorporated 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 Ringwood Incorporated will respond promptly and decisively to any incident resulting in serious injury or illness.
8. U3A Ringwood Incorporated will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.

### **Procedures**

9. A serious injury/illness resulting from an accident/incident within a U3A Ringwood Incorporated context must be reported immediately to the Health & Safety Officer, who will inform the President promptly.

10. 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 VMIA Form as attached, 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 Ringwood Incorporated's Committee of Management will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's *Serious Injury or Illness Report*.
12. 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.
13. 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 in the VMIA Form as attached
  - 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 Ringwood Incorporated'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:
  - a. Emergency Services will be notified (telephone 000) immediately
  - b. U3A Ringwood Incorporated's President will be notified immediately
  - c. 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. 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 Ringwood Incorporated's President.
18. 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, in the VMIA form as attached.
19. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a U3A Ringwood Incorporated context are reported promptly to the Health and Safety Officer.

## Authorisation

20. This policy was adopted by the Committee of Management of U3A Ringwood Incorporated, and minuted as such, on 14 May, 2015.
21. This policy will be published by the Committee of Management of U3A Ringwood Incorporated on its website within 4 weeks of the date of this authorisation.

## Related Policies

Nil

Version Number	U3A Network Victoria Policy Guideline 06 – Health & Safety (Serious Injury & Incident) V.1
Endorsed by Network Policy & Planning Sub-Committee	Date: 06 July 2014
Endorsed by Network Executive Committee	Date: 30 October 2014



# INCIDENT REPORT

- Forms to be completed by both **member** and at least one **witness** (if applicable)
- **Health & Safety Officer** or **Secretary** to be advised **immediately** of incident (refer to Committee contact details on notice board)
- **Completed forms:** stapled to Page 2 and returned to Incident Report file in filing cabinet (for collection by Health and Safety Officer/Secretary)

## Member details:

Member Name	
Member Address	
Member Telephone No. & Mobile No.	
Member Email Address	

## Incident details:

Incident Date	
Incident Location	

### Type of Incident (Please tick)

<input type="checkbox"/>	Motor vehicle accident	<input type="checkbox"/>	Property damage
<input type="checkbox"/>	Personal injury/accident	<input type="checkbox"/>	Lost/Stolen property
<input type="checkbox"/>	Other:		

### Description of Incident

**Signature of person**

**reporting incident** .....

**Witness to complete attached form**

- *Witness to complete details below **independently***
- *Completed form: stapled to Page 1 and returned to Incident Report file in filing cabinet (for collection by Health and Safety Officer/Secretary)*

**Witness details**

Witness Name	
Witness Address	
Witness Telephone No. & Mobile No.	
Witness Email Address	

**Description of Incident**

**Signature of person witnessing incident** .....

**Health & Safety Officer / Secretary**

Person Receiving Report:	
Date Received:	
Action Taken:	

**Completed Reports to be filed in Incident Report Register**

