



CASEY
UNIVERSITY OF THE THIRD AGE

HEALTH & SAFETY POLICY (Serious Injury & Incident - Reporting)

Introduction.

1. Casey U3A 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: -

- i) Where serious injury or illness results from an accident or incident
- ii) 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, but are not limited to, 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 Casey U3A Inc.

5. Casey U3A Inc. commits to preventing accidents, minimising dangerous incidents and will endeavour to achieve a zero accident rate.

6. Casey U3A Inc. requires serious injuries and illnesses resulting from accidents or incidents that occur in a Casey U3A 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. Casey U3A Inc. will respond promptly and decisively to any incident resulting in serious injury or illness.

Procedures

8. A serious injury or illness resulting from an accident or incident within a Casey U3A Inc. context must be reported immediately to a Committee Member who will inform the President promptly.

9. Within 24 hours of a serious injury or illness occurring the President, or his delegate, will liaise with a representative of the venue management and will: -

- i) Investigate the cause and devise a plan to prevent a recurrence of the incident.
 - ii) Present a Serious Injury or Illness Report on the VMIA Incident Notification form as attached, with appropriate supporting documentation.
 - iii) Ensure that a copy of the completed report is stored in the organisations records and is presented to the Committee of Management at the next meeting.
10. Casey U3A Inc.'s Committee of Management will implement appropriate remedial actions arising from consideration of the President's, or his/her delegate's, *Serious Injury or Illness Report*.
11. Any accident or incident that has the *potential* to result in injury or illness must be reported to a Committee Member within 24 hours of the accident or incident. The Committee member must inform the President immediately.
12. Within 48 hours of an accident or incident that has the *potential* to recur and cause injury or illness, the President or his delegate must: -
- i) Investigate the incident and present a report on the VMIA Incident Notification Form attached.
 - ii) Ensure that the report is stored in the organisations records.
 - iii) Present the report to the Committee of management at the next meeting.
13. Casey U3A Inc.'s Committee of Management will determine and implement remedial actions, if any, arising from consideration of the President's or his/her delegate's *Serious Incident Report*.
14. Where an incident results in death: -
- i) Emergency Services will be informed (telephone 000) immediately
 - ii) Casey U3A Inc.'s President will be notified immediately
 - iii) The site of the incident will be secured until a Victoria Police officer arrives unless a disturbance to the site of the fatality is for the purpose of aiding another person involved and injured in the incident.

Responsibilities

15. It is the responsibility of the Committee of Management to ensure that: -
- i) Members and volunteers are aware of this policy
 - ii) All serious injuries/illnesses/incidents are investigated and corrective actions, if any, are undertaken without undue delay.
 - iii) All matters relating to members health and safety are dealt with promptly and decisively.
16. Members and volunteers are responsible for **immediately** reporting: -
- i) A serious injury/illness or incident to a Committee Member
 - ii) A death to Emergency Services and to the CaseyU3A Inc.'s President.
17. The Casey U3A Inc. President or his/her delegate is responsible for: -
- i) Investigating and documenting the circumstances surrounding a serious injury/illness/incident, in consultation with the injured person and a representative of the venue management
 - ii) Devising a plan to prevent further injuries/incidents
 - iii) Providing a written report on the VMIA Incident Notification form as attached
18. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a Casey U3A Inc. context are reported promptly to a Committee Member.

Authorisation

19. This policy was adopted by the *Committee of Management of Casey U3A Incorporated*, and minuted as such, on 27 April 2015.

20. This policy will be published by the *Committee of Management of Casey U3A Incorporated* on its website within 4 weeks of the date of this authorisation.

Casey U3A Inc. 27 April 2015