

# HEALTH & SAFETY POLICY

## Introduction

### U3A Bendigo:

1. is committed to protecting the health and safety of all members in venues where U3A Bendigo courses, activities and events occur.
2. demonstrates this commitment through its Health and Safety Policy and associated procedures.
3. 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:

1. U3A Bendigo commits to preventing accidents and minimising dangerous incidents at any U3A activity, and will endeavour to achieve a zero accident rate.
2. The purpose of this policy is to clarify 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.

**Note:** ‘*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.

## Policy

1. This policy applies to all members and visitors under the control of U3A Bendigo.
2. U3A Bendigo members have a duty of care including;
  - the responsibility to act and go about their U3A business safely
  - to take all reasonable care for their own health and safety and
  - to consider the health and safety of other people who may be affected by members’ actions.
3. U3A Bendigo will take all reasonable and practical steps to improve venue safety conditions and will strive to achieve its goal of zero harm, in venues where U3A courses, activities and events occur.
4. U3A Bendigo is committed to:
  - complying with all applicable health and safety laws, regulations and standards
  - providing safe equipment
  - implementing a risk management system which is relevant and suitable for U3A’s risk exposure as well as identify, promote and continuously improve health and safety across U3A Bendigo
  - providing appropriate Health and Safety information to its volunteers and members.

- maintaining relevant policies, procedures, systems, information and organisational structures to support and communicate effective health and safety practices throughout U3A Bendigo
  - utilising appropriate internal and/or external expertise when required in all related activities (electricians, Fire Extinguisher use and maintenance etc)
  - maintaining a positive safety culture through encouraging active participation, consultation and the cooperation of all members in promoting and developing measures to improve health and safety at U3A Bendigo
  - actively responding to, investigating and recording all incidents as per the Incidents procedure
5. U3A Bendigo will regularly implement and maintain this policy and related procedures, to ensure their integrity and effectiveness and facilitate continuous improvement.
  6. U3A Bendigo requires serious injuries and illness resulting from accidents or incidents that occur in a U3A Bendigo 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 Bendigo will respond promptly and decisively to any incident resulting in serious injury or illness.
  8. The onsite person responsible for the activity when an injury occurs, i.e. convenor, will initiate action to assist the injured person.  
If the head suffers a knock during the incident an ambulance must be called.  
(If the person refuses an ambulance then this must be noted.)
  9. U3A Bendigo will appoint a volunteer Health and Safety Officer to administer this policy.

## Procedures

1. A serious injury/illness resulting from an accident/incident within a U3A Bendigo context must be reported immediately to the Health & Safety Officer, who will inform the President promptly.
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
  - present a **Serious Injury or Illness Report** to the President using the Incident Report Form and any appropriate supporting documentation
  - ensure that a copy of the completed **Serious Injury or Illness Report** is stored in the organisations' records management system and presented to the next meeting of the Committee of Management.
3. U3A Bendigo'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. Any accident/incident that has the potential to result in injury or illness will be reported to the Health & Safety Officer within 24 hours of the incident or accident.

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 U3A Bendigo President
  - ensure that the completed report is stored in the organisations' records management system
  - present the report at the next meeting of the Committee of Management.
6. U3A Bendigo's Committee of Management will determine and implement remedial actions arising from consideration of the Serious Incident Report.
7. Where an incident results in a death:
  - emergency services will be notified (telephone 000) immediately
  - U3A Bendigo'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

## Responsibilities

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.
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's President.
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
4. It is the responsibility of all members and volunteers to ensure that incidents and
5. hazards in a U3A Bendigo context are reported promptly to the Health and Safety Officer.

## Authorisation :

This policy was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 2<sup>nd</sup> November 2020.