

U3A Geelong Incorporated

Reg. No. A12137

Health and Safety Incident and Injury Reporting Policy

Introduction

U3A Geelong Inc. 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. This policy should be read in conjunction with the policy on Risk Management.

Purpose

The purpose of this policy is to document 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 cause injury or illness

Policy

1. 'Incident' refers to any event that caused, or could have caused, injury or illness. Such events include fire, explosion, non-compliance with environmental regulatory requirements, vehicle accidents, equipment failure etc. 'Near-miss' refers to any incident that occurred at the workplace which, although not resulting in any injury or illness, had the potential to do so. Incidents which are notifiable include those that result in:
 - death
 - needing medical treatment within 48 hours of being exposed to a substance
 - immediate treatment as an in-patient or out-patient in a hospital
 - immediate medical treatment for injuries such as serious head or eye injury, electric shock, serious lacerations.
2. This policy applies to all members, volunteers and visitors associated with U3A Geelong Inc.
3. U3A Geelong Inc. commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero accident rate.
4. U3A Geelong Inc. requires injuries and illnesses resulting from accidents or incidents or near-misses that occur in a U3A Geelong context to be reported and investigated and for a plan to be devised and implemented to address the cause and to prevent

recurrence.

5. U3A Geelong Inc. will respond promptly and decisively to any incident or near-miss resulting in injury or illness, or has the potential to recur and cause injury or illness.
6. U3A Geelong Inc. will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.

Procedures

7. Any injury or illness resulting from an accident or incident or near-miss within a U3A Geelong Inc. context, must be reported immediately to the Health and Safety Officer, who will inform the President promptly. If it is a notifiable incident the President must ensure that it is reported to the VMIA.
8. Within 24 hours of being notified of the occurrence of an injury or illness the Health and Safety Officer will:
 - Investigate the cause and devise a plan to prevent a recurrence of the incident
 - Within 48 hours of being notified present an accident/injury Report to the President of U3A Geelong Inc. along with the appropriate VMIA Report form, found at: <https://www.vmia.vic.gov.au/claim/make-a-claim>, completed and accompanied by the appropriate documentation.
 - Ensure that a copy of the completed accident/injury Report is stored in the U3A Geelong Inc. records and laid before the next meeting of the Management Committee.
9. U3A Geelong Inc.'s Management Committee will implement appropriate remedial action arising from its consideration of the Health and Safety Officer's accident/injury Report.
10. Within 48 hours of an accident or incident or near-miss that has the potential to recur and cause injury or illness the Health and Safety Officer will investigate and report as in Item 8, second bullet point.

Implementation

11. This policy was adopted by the Management Committee of U3A Geelong Inc. and minuted as such on 22nd July, 2020.
12. This policy will be published on the website of U3A Geelong Inc. within 4 weeks of the date of this authorisation, and copies made available to all tutors and volunteers.

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