

U3A Colac Otway Inc.

HEALTH & SAFETY POLICY

Introduction

U3A Colac Otway:

1. is committed to protecting the health and safety of all members in venues where U3A Colac Otway courses, activities and events occur.
2. recognises that the health and safety of its members and volunteers is important and that injuries or illnesses resulting from accidents or incidents must be reported and investigated to minimise the risk of recurrence.

Purpose:

This policy is to clarify the procedures to be applied to preventing accidents & minimising dangerous incidents at any U3A Colac Otway activity.

Policy

1. This policy applies to all members, and visitors, of U3A Colac Otway.
2. U3A Colac Otway members have a duty of care including;
 - a. the responsibility to act safely;
 - b. to take all reasonable care for their own health and safety;
 - c. to consider the health and safety of other people who may be affected by members' actions.
3. U3A Colac Otway will take all reasonable and practical steps to improve venue safety.
4. U3A Colac Otway is committed to:
 - a. complying with all applicable health and safety laws, regulations and standards;
 - b. providing safe equipment;
 - c. implementing a risk management system which is relevant and appropriate.
 - d. providing appropriate Health and Safety information to its members;
 - e. maintaining relevant policies to support and communicate effective health and safety practices throughout U3A Colac Otway;
 - f. utilising appropriate expertise when required;
 - g. maintaining and promoting a positive safety culture;
 - h. actively responding to, investigating and recording all incidents.
5. U3A Colac Otway will respond promptly & decisively to any incident resulting in serious injury or illness.
6. When an injury occurs the activity leader or their delegate will initiate action to assist the injured person.

7. If a member suffers a head knock during an incident an ambulance must be called. If the person refuses an ambulance, then this must be noted.

Procedures

1. A serious injury/illness must be reported immediately to a Committee Member.
2. Within 24 hours of a serious injury/illness occurring the Activity Leader or delegate will submit the Incident Report Form and any appropriate supporting documentation to the Committee of Management.
3. Within 48 hours the Committee of Management will:
 - a. investigate the cause of the incident
 - b. implement appropriate remedial actions resulting from the incident
 - c. complete a ***Serious Injury or Illness Report***.
 - d. will ensure that a copy of the completed ***Serious Injury or Illness Report*** is stored in the organisation's records management system.
4. U3A Colac Otway's Committee of Management will devise a plan to prevent a recurrence of the incident
5. Where an incident results in a death:
 - a. emergency services will be notified (telephone 000) immediately;
 - b. U3A Colac Otway'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

1. The **Committee of Management** to ensure that:
 - a. members and volunteers are aware of this policy
 - b. all serious injuries/illnesses/incidents are investigated and corrective action implemented
 - c. all matters relating to members' health and safety are dealt with promptly and decisively.
2. **Members** are responsible for immediately reporting and documenting:
 - a. a serious injury/ illness or incident to the Committee of Management
 - b. a death to Emergency Services and to U3A's President.

Authorisation :

This policy was adopted by Committee of Management of U3A Colac Otway Incorporated as minuted on 19/1/2022.