

U3A BENALLA

HEALTH AND SAFETY POLICY

Approved: 11 July 2024

Introduction:

1. U3A Benalla 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 illness or injury results from an accident or incident.
 - Where an incident occurs that has the potential to re-occur and to cause serious injury or illness.
3. This document is a policy guideline and is consistent with:
 - The U3A Network Victorian Rules & Constitution amended December 2013.
 - The Associations Incorporation Reform Regulations 2012.

Policy

4. "Incidents" refers to any event that caused, or could have caused, serious illness or injury. Such events include fire, explosion, non-compliance with Government environmental regulatory requirements, vehicle accidents, equipment failure etc.
5. This policy applies to all members, volunteers and visitors under the control of U3A Benalla.
6. U3A Benalla commits to preventing accidents and illnesses and minimising dangerous incidents at its premises. We endeavour to achieve a zero-accident and illness rate.
7. U3A Benalla requires serious injuries and illnesses resulting from accidents or incidents that occur in a U3A context to be reported and investigated and for a plan to be devised and implemented to address the cause and to prevent reoccurrence.
8. U3A Benalla will respond promptly and decisively to any incident resulting in serious injury or illness.
9. U3A Benalla may appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.
10. The Committee of Management is responsible for establishing, implementing, publishing and reviewing this policy.

Procedures

11. A serious injury/illness resulting from an accident/incident within the U3A Benalla context must be reported immediately to a member of the Committee of Management who will inform the President promptly.

12. Within 24 hours of a serious injury/illness occurring the Vice President and/or the immediate Past President 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 with the VMIA form attached, with appropriate supporting documentation.
 - Ensure that a copy of the completed serious injury/illness report is stored in the U3A Benalla records management system and presented to the next Committee of Management meeting.
13. U3A Benalla Committee of Management will implement appropriate remedial actions arising from the investigation.
14. Any accident, illness or incident that is considered to have the potential to result in injury or illness to others will be reported to the Committee of Management within 24 hours of the incident, illness or accident.
15. U3A Benalla Committee of Management will determine and implement remedial action from the Serious Incident Report.
16. Where an incident results in death:
 - Emergency Services will be notified immediately – dial 000
 - The U3A Benalla President will be notified immediately.
 - The site of the incident or accident will be secured until the Victorian Police officer arrives, unless disturbance of the site of the fatality is for the purpose of aiding a person injured in the incident.

Prevention of COVID Illnesses (or similar pandemic illnesses)

17. U3A Benalla complies with all State Government regulations and the requirement of venue providers, particularly in regard to vaccination status. Accordingly, these policies will be amended and updated from time to time in accordance with changes issued by the Government. Note that Zoom classes (if available) can continue for an individual without restrictions.
18. Various conditions relating to COVID restrictions will be set by the Victorian Government, Local Council, and the operators of venues. Anyone who does not wish to abide by these restrictions will not be permitted to attend face to face classes.
19. If required by Government, all individuals attending classes and activities will need to prove that they are fully vaccinated or hold a medical exemption.
20. If required by Government, proof of vaccination status will be achieved by showing either their COVID digital certificate or their immunisation history to the Convenor of the group they are attending.