

Policy Guideline 7 – Health and Safety

Introduction

U3A Waverley Inc. (hereafter **U3A Waverley**) recognises that the health and safety of its members and volunteers is important and that injuries or illness resulting from accidents or incidents should be reported and investigated to mitigate the risk of recurrence.

Purpose

This policy documents 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 serious injury or illness.

Regulatory Requirements

The facilities used by **U3A Waverley** are owned and operated by City of Monash. Under the requirements of the Occupational Health and Safety Act of 1985, its subordinate regulations and subsequent amendments to The Act, City of Monash is “The Occupier of the Premises” and consequently is responsible for the safe operation and compliance with The Legislation for the facilities and car parks. City of Monash is represented on site by the Centre Coordinator.

City of Monash therefore administers procedures to comply with The Legislation

- Regular inspections of the premises to identify hazards
- Consequent actions to remediate the identified hazard
- Maintenance of a register of identified hazards for which mitigation is long term
- The conduct of emergency procedures to validate the effectiveness of said procedures
- The conduct of a Monthly Community Hub Meeting to communicate and review actions of compliance
- The appointment of a Health and Safety Officer to administer the commitments to OHS Legislation.

An Incident is defined as “any event which has caused or may cause serious injury or illness”. Such events include but are not limited to fire, explosion, vehicle accidents, equipment failure and incidents related to the regulation of the environment.

Policy

U3A Waverley commits to preventing accidents and mitigating incidents at its premises. Injuries and illnesses which occur will be reported to the person designated by City of Monash, and **U3A Waverley** will ensure that such incidents will be investigated and a plan to prevent a recurrence will be implemented and administered.

This policy applies to all members, volunteers and visitors under the administration of **U3A Waverley** and **U3A Waverley** is committed to respond promptly and decisively to any incident which has or may have resulted in serious injury or illness.

Procedures

A serious injury/illness resulting from an accident/incident within **U3AWaverley** must be reported immediately to City of Monash and U3A Waverley President. Within 24 hours of the occurrence of a serious injury/illness the Centre Coordinator will investigate the cause of the incident with the objective of determining a plan to prevent a recurrence.

City of Monash, through its appointed Centre Coordinator as Occupier of the Premises, has the following responsibilities

- Investigate all reported accidents/incidents and prepare a plan to prevent a recurrence of the incident
- Ensure that the required documentation is prepared, distributed and stored in the organisation's records management system
- Present the report at the next Community Hub Meeting
- Report the matter to City of Monash Health and Safety Division
- Implement recommendations of the investigation and report on progress as to the remediation until it has been completed and verified.

Where a fatality has occurred **U3A Waverley** shall work with City of Monash to

- Notify Emergency Services
- Secure the site until the Emergency Service arrive and take control
- Ensure that the site is not disturbed beyond what is necessary to aid an injured person.

Responsibilities

It is the responsibility of the Committee of Management to ensure

- Members and volunteers are aware of this policy
- Matters relating to members health and safety are dealt with by City of Monash.

Members and volunteers are responsible for reporting all matters relating to the general health and safety of **U3A Waverley** to the Committee so that these matters are correctly presented to City of Monash, Centre Coordinator.

City of Monash, Centre Coordinator is responsible for

- Investigating and documenting the circumstances surrounding a serious injury/illness/incident, in consultation with the injured person
- Developing a plan to mitigate the hazard thus preventing further incidents
- Providing a written report to satisfy the requirements of Legislative, Statutes and Insurers.

Authorisation

This policy was adopted by the Committee of Management of **U3A Waverley** per the minutes of meeting held 10th December 2015.

Related Policies

Nil