

Policy Guideline – Health & Safety

(Serious Injury and Incident)

Introduction

Bayside U3A 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

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 to cause serious injury or illness.

Policy

1. *'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.
2. This policy applies to all members, volunteers and visitors under the control of Bayside U3A.
3. Bayside U3A commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero-accident rate.
4. Bayside U3A requires serious injuries and illness resulting from accidents or incidents that occur in a Bayside U3A context to be reported and investigated and for a plan to be devised and implemented to address the cause and to prevent recurrence.
5. Bayside U3A will respond promptly and decisively to any incident resulting in serious injury or illness.

Procedures

1. The Course Co-ordinator will ensure that an accurate record of all persons attending an activity is kept and that this list is available in the case of an emergency.
2. The Tutor/Activity Convenor will ensure that the activity venue is of a safe standard for members and visitors to attend.
3. Members are encouraged to record their own personal medical information and emergency telephone numbers on the reverse side of their Membership name tag, which should be worn during all Bayside U3A activities. The responsibility for keeping such data current rests with the individual member.

In the case where a person becomes ill or collapses during the course or activity, the Tutor/Activity Convenor will, should the patient's condition require such action:

- place a call to Emergency Services giving the precise location of the activity and the state of health of the patient

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- Ensure the patient has ample space and that other persons not involved in assisting the patient are moved clear
 - Ensure that essential information concerning the patient is available to the emergency services
 - Ensure that the next-of-kin of the patient are notified at the earliest possible opportunity
 - Report the incident immediately to the Office Manager, who will inform the President promptly
 - Ensure that an *Incident Report Form* is completed and lodged with the Office Manager of Bayside U3A
4. In the case of an emergency requiring evacuation during the course of an activity, the Tutor/Activity Convenor will:
- Assist with the orderly evacuation of the members from the building
 - Place a call to the appropriate Emergency Service/s, providing the precise nature of the emergency and the location of the Activity
 - Conduct a check against the official attendance list to ensure all persons involved are accounted for
 - Liaise with Emergency Services personnel should they attend the venue
 - Contact the venue's owners/managers and advise them of the emergency and liaise with them for the evacuation
 - Ensure that an *Incident Report Form* is completed and lodged with the Office Manager of Bayside U3A
5. Within 24 hours of a serious injury/illness occurring the Office Manager or appropriate designate will:
- investigate the incident and present a report to the President of Bayside U3A.
 - ensure that a copy of the completed *Incident Report Form* is stored in the organisation's records management system and
 - presented to the next meeting of the Committee of Management.
6. Any accident/incident that has the *potential* to result in injury or illness will be reported to the Office Manager within 24 hours of the incident or accident.
7. Within 48 hours of an accident or incident that has the *potential* to recur and cause injury or illness, the Office Manager or appropriate designate will:
- investigate the incident and present a report to the President and ensure that the completed report is stored in the organisation's records management system
 - present a report to the next meeting of the Committee of Management.

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8. Bayside U3A's Committee of Management will determine and implement remedial actions arising from consideration of the *Incident Report Form*.
9. Where an incident results in a death:
 - Emergency Services will be notified (telephone 000) immediately
 - Bayside U3A'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. Bayside U3A's Committee of Management is responsible for:
 - developing, implementing, reviewing and publishing this policy.
 - Ensuring all members and volunteers are aware of this policy
 - Ensuring all serious injuries/illnesses/incidents are reported on the Incident Report Form
 - Ensuring all serious injuries/illnesses/incidents are investigated and corrective action implemented
 - Ensuring all matters relating to members health and safety are dealt with promptly and decisively.
 - Devising a plan to prevent further injuries/incidents
2. Members and volunteers are responsible for immediately reporting
 - a serious injury/ illness or incident to a Committee of Management member
 - a death to Emergency Services and to Bayside U3A's President.
3. The Office Manager or appropriate designate 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
4. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a Bayside U3A context are reported promptly to the Committee of Management.

Related Policy Guideline–

Risk Management

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	<h2>INCIDENT REPORT FORM</h2>
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**This report should be completed as soon as possible after the event.
Please forward the completed report to: The Secretary, Bayside U3A Inc.,
PO Box 7269, Beaumaris, 3193**

Date and time of accident/incident:
Location of accident/ incident:
The Bayside U3A activity at which the accident/incident occurred:
Describe the nature of the accident/incident including names of persons involved:
Action taken if any:
Name and contact details of person preparing this report:
Date of report:

Emergency Phone Numbers:

Ambulance, Police, Fire	000
Sandringham Hospital	9076 1000
Sandringham Police	8530 5100
Bayside City Council	9599 4444
Bayside U3A Office	9589 3798