

Health and Safety Policy

INTRODUCTION

U3A Knox 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.

PURPOSE

This document outlines the procedures to prevent accidents or injuries, and the procedures to be applied:

- a. Where an injury or illness results from an accident or incident within U3A Knox Inc. premises or as a result of U3A Knox Inc. activities held outdoors or at other venues.
- b. Where an incident occurs that has the potential to recur and to cause injury or illness.

SCOPE

This policy applies to all members and visitors under the control of U3A Knox Inc. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a U3A Knox context are reported promptly.

POLICY STATEMENT

1. U3A Knox Inc. commits to preventing accidents and minimising dangerous incidents and will endeavour to achieve a zero-accident rate.
2. U3A Knox Inc. requires injuries and illness resulting from accidents or incidents that occur in a U3A Knox context to be reported and investigated, and for a plan to be devised and implemented to address the cause and to prevent recurrence.
3. U3A Knox Inc. will respond promptly and decisively to any incident resulting in injury or illness.
4. U3A Knox Inc. will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.

PROCEDURES

1. Preventing accidents and injuries

- a. The Health and Safety Officer must undertake periodic reviews to ensure that all premises managed by U3A Knox are safe and free of hazards, and compliant with relevant Health and Safety laws.
- b. Tutors and leaders of outdoor activities with potential risks of accidents or injuries must have a safety plan identifying those risks, strategies for minimising the risks, and actions to be taken if an accident or injury occurs. These safety plans must be endorsed by the Health and Safety Officer.

2. Reporting accidents and incidents

- a. An injury/illness resulting from an accident/incident within a U3A Knox Inc. context must be reported promptly to the Office Manager on duty or to the Secretary who will then inform the President and the Health and Safety Officer. A U3A Knox Inc. [Accident/Incident Report Form](#) must be completed as soon as possible and forwarded to the U3A Knox Secretary.
- b. The Health and Safety Officer will:
 - Investigate the cause and devise a plan to prevent a recurrence of the incident if required.
 - Ensure that a copy of the completed Accident/Incident Review Report is stored in the U3A Knox Inc. records management system and presented at the next Committee of Management meeting.
- c. U3A Knox's Committee of Management will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's Accident/Incident Review Report.
- d. Where an incident results in a death:
 - Emergency Services will be notified (telephone 000) immediately.
 - U3A Knox'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 accident.

APPROVAL

This policy was reviewed and amended by the U3A Knox Inc. Committee of Management on July 11, 2021.