



INJURY AND INCIDENT REPORTING POLICY

Introduction

U3A Ballarat 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:

- an injury or illness results from an accident or incident
- an incident occurs that has the potential to recur and to cause serious injury or illness.

Policy

‘Incident’ refers to any event that caused, or could have caused, injury or illness. Such events include fire, explosion, non-compliance with environmental regulatory requirements, vehicle accidents, equipment failure etc.

This policy applies to all members, volunteers and visitors under the control of U3A Ballarat.

U3A Ballarat requires injuries and illness resulting from accidents or incidents that occur in a U3A Ballarat context to be reported and investigated and, where necessary, for a plan to be devised and implemented to address the cause and to prevent recurrence.

U3A Ballarat will respond promptly and decisively to any incident resulting in serious injury or illness.

Procedures

An injury/illness resulting from an accident/incident within a U3A Ballarat context must be reported immediately to the Secretary, who will inform the President promptly.

All reports of incidents must be recorded in the *U3A Ballarat Incident Report Form* and forwarded to the Secretary at info@u3aballarat.org.au. All report forms can also be downloaded from U3A Website and are available at the BNCC office.

If an incident occurs at the *Ballarat North Community Centre* or *Hut 48* the following attached additional form - *The City of Ballarat -Register of Incident at Ballarat North Community Centre* - must also be completed and forwarded to the Secretary at info@u3aballarat.org.au.

Reporting requirements for incidents or accidents that occur at the *Blake Gordon Manual Arts Workshop* (“*The Workshop*”) are dealt with in a specific manual :-*The Blake Gordon Manual Arts Workshop-Operating and Health and Safety Manual*. This Manual provides that in addition to the requirement to complete a *Ballarat U3A Incident Report Form*, the management of the Specialist School, Farm Senior School Campus may be notified on 53341302. A copy of the Manual can be found under Policies on the U3A Website.

All reported incidents are investigated and U3A Ballarat’s Committee of Management will implement appropriate remedial actions as necessary following an investigation and consider if the incident is one which requires the submission of a VMIA claim form <https://www.vmia.vic.gov.au/claim/make-a-claim>

Where an incident results in a death the following must be immediately notified:-

- Emergency Services (telephone 000)

- U3A Ballarat's President at: president@u3aballarat.org.au
- 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

Secretary

It is the responsibility of the Secretary to ensure the:

- President is promptly notified when a report is made, and:
- necessary forms and other documentation setting out the circumstances surrounding the incident are stored securely in the document management system.

Committee of Management

It is the responsibility of the Committee of Management to ensure that:

- serious injuries / illnesses / incidents are investigated, and corrective action implemented
- matters relating to members health and safety are dealt with promptly and decisively
- members and volunteers are aware of this policy and the required reporting forms
- annual training is undertaken in relation to any:-
 - defibrillators located in the venues used by members/volunteers
 - access to First Aid Kits/ evacuation maps and:
 - ensuring there are regular fire and evacuation drills undertaken for members/volunteers.

Members and Volunteers

It is the responsible of all members and volunteers to immediately report:

- incidents and hazards and any serious injury or incidents to the Secretary at info@u3aballarat.org.au
- a death, to Emergency Services (000) in the first instance, then to the President at president@u3aballarat.org.au. Phone: 0435 296636

Attachment 1. U3A Ballarat Incident Report Form see U3A website / policies

Attachment 2. City of Ballarat Incident Report Form see U3A website / policies