



Health and Safety Policy

1. Purpose

Glen Eira U3A recognises that the health and safety of its members, volunteers and/or contractors is important and that injuries or illnesses resulting from accidents or incidents should be reported and investigated to minimise the risk of a further potential problem or a recurrence.

Glen Eira U3A is committed to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero-accident rate.

2. Scope

2.1 Definition of incident, injury or illness

The primary legislation is the Occupational Health and Safety Act 2004. This Act places a duty on employers to provide a safe and healthy workplace and outlines risk management processes.

- Where a serious injury or illness results from an incident and where an incident occurs that has the potential to recur and to cause serious injury or illness;
- '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.

2.2 Management of Building and Grounds

- Nominated Health and Safety Adviser(s) will conduct periodic audits of the Glen Eira U3A buildings and grounds to ensure that any potential hazards to the physical safety of members and volunteers are identified and are managed appropriately.
- Any identified risks will be recorded as well as the action taken to reduce any risks and to maintain a safe operating environment for Glen Eira U3A activities.

2.3 Reporting of Injury and Illness

Any incident that has the *potential* to result in injury or illness should be reported using the **Incident Report Form** to the Secretary within 24 hours of the incident or accident.

A serious injury/illness resulting from an incident within a Glen Eira U3A context must be reported immediately to the Secretary, and an **Incident Report Form** should be completed and who will inform the President promptly.

The Committee will determine and implement remedial actions arising from consideration of the **Incident Report form**.

2.4 Reporting of Death

Where an incident results in death:

- Emergency Services will be notified (telephone 000) immediately
- The 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.

2.5 Management of Reported Injury, Incident and Illness

Glen Eira U3A requires serious injuries, incidents and illness resulting from incidents that occur in a Glen Eira U3A context to be reported and investigated and for a plan to be devised and implemented to address the cause and to prevent recurrence.

Glen Eira U3A will respond promptly and decisively to any incident resulting in serious injury or illness or to any condition that has the potential to cause such injury or illness.

Glen Eira U3A will appoint a Health and Safety Adviser(s) (who may be members of the Health, Safety and Wellbeing Committee or Committee of Management), to advise on the administration of this policy. The names and photos of the Health, Safety and Wellbeing Committee (Advisers) will be displayed on the notice board.

Within 24 hours of a serious injury/illness occurring the Secretary will:

- Investigate the cause of the incident
- Seek advice as required from the Health and Safety Adviser(s) to devise a plan to prevent a recurrence
- Present an **Incident Report** form to the President in the **VMIA Form**, with appropriate supporting documentation.
- Ensure that a copy of the completed **Incident Report form** is stored in Glen Eira U3A's records management system and included as an agenda item at the next Committee meeting

The Committee shall implement appropriate remedial actions arising from consideration of the **Incident Report** form.

2.6 Locations Other Than Glen Eira U3A Main Campus

If the incident takes place at a location other than the Glen Eira U3A main campus and should there be more stringent conditions at that location, the more stringent conditions prevail.

2.3 Security of Building and Property

Buildings owned, rented or occupied by Glen Eira U3A together with furniture, equipment and other chattels, will be safeguarded by the Committee of Management by:

- Appropriately and adequately securing valuable items, especially valuable portable items, against theft or damage in accordance with insurance coverage, where applicable.
- Storing insurance policies in a document management system
- Identifying any potential hazards to the physical safety of members, volunteers and/or contractors and implementing any procedures for maintaining a safe operating environment for Glen Eira U3A activities as documented in Glen Eira U3A's **Health & Safety Policy**.

2.4 Vandalism, burglary or attempted entry

Where Glen Eira U3A property is stolen or damaged due to vandalism, burglary or attempted entry, the damage will be photographed, reported immediately to Victoria Police, and reports will be prepared for insurance purposes (where applicable).

2.5 Injury or Damage from Fire

To safeguard against injury or damage resulting from fire, and to mitigate the impact of fire:

- Fire extinguishers will be installed and maintained in accordance with FES/MFB standards
- Smoke alarms will be installed and maintained in accordance with FES/MFB standards
- Emergency evacuation procedures will be included in each attendance sheet folder
- Evacuation drills will be conducted with members and volunteers on an annual basis
- Tutors will be provided with the emergency evacuation procedure and be required to familiarise members with these procedures annually
- Emergency exits will be identified by prominent signage.

Roles and Responsibilities

This policy applies to:

- Glen Eira U3A Management Committee (the Committee)
- All volunteers (honorary and member), tutors (honorary and member) and/or contractors who undertake activities and functions performed on behalf of Glen Eira U3A

The Health, Safety and Wellbeing Committee is responsible for the following:

- Developing, endorsing, implementing, publishing and reviewing this policy and ensuring members and volunteers are aware of this policy
- Reviewing and confirming any exemptions from this policy
- 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.

- Investigating and resolving any serious issue or grievance about a breach of this policy and within appropriate timeframes
- Ensuring documentation is made available to relevant parties and to the Committee.

The Health and Safety Adviser(s) are responsible for:

- Conducting regular audits
- Investigating and documenting the circumstances surrounding a serious injury/illness/incident, in consultation wherever possible with the injured person
- Devising a plan to prevent further injuries/incidents
- Providing a written report to the President and the Committee

3. Revision History

Version	Date	Changes
V1.0	19 June 2017	Endorsed by Glen Eira U3A Management Committee
V2.0	11 May 2023	Endorsed by Glen Eira U3A Management Committee
V3.0	30 May 2024	Endorsed by Glen Eira U3A Management Committee