

## RISK MANAGEMENT, HEALTH AND SAFETY

The two U3A Myrtleford and District documents that relate to health and safety and risk management can be found on our website [u3amyrtleford.org.au](http://u3amyrtleford.org.au) under Policies. These documents are the Risk Management Policy and the Serious Incident Reporting Policy.

Any injury or illness which is the result of an accident or an incident at any of your courses or activities must be reported immediately to the *Health and Safety Officer on 0409 884 567*.

The Health and Safety officer may then investigate the cause of the incident. An incident report will be prepared for the President including any supporting documentation. (A copy of the incident report form is provided in your course folder.)

If necessary, the Health and Safety Officer will implement remedial action to avoid a recurrence.

Members and volunteers are responsible for immediately reporting:

- an injury/illness, or
- incident, or
- death.

It is the responsibility of all tutors, members or volunteers to ensure that incidents and hazards are reported promptly.

A register of risks is prepared each year. (A copy is provided in your course folder.) If you think there are risks arising from the activity you lead which are not already covered, please let the health and Safety Officer know so that these can be incorporated into the register.