

Serious incident reporting policy

Introduction

1. U3A Myrtleford and District 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

2. This policy documents the procedures that must be followed when:
 - an injury or illness results from an accident or incident
 - an incident occurs that has the potential to recur and cause serious injury or illness.

Definitions

- **Accident** – an unexpected event which results in serious injury or illness and may also result in property damage.
- **Near miss** – an unplanned event that did not result in injury or damage but which has the potential to do so.
- **Incident** – an unexpected event or occurrence that does not result in serious injury or illness but may result in property damage.

Policy

3. This policy applies to all members, volunteers and visitors under the control of U3A Myrtleford and District Inc.
4. U3A Myrtleford and District Inc. is committed to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero rate of occurrence.
5. U3A Myrtleford and District Inc. requires any injuries or illnesses, resulting from accidents, incidents or near misses, that occur in a U3A Myrtleford and District Inc. context, be reported and investigated. A plan should be devised and implemented to address the cause and to prevent recurrence.
6. U3A Myrtleford and District Inc. will respond promptly and decisively to any incident resulting in injury or illness, or to a near miss which could have resulted in an injury or illness.
7. U3A Myrtleford and District Inc. will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.

Procedures

8. Any injury or illness which is the result of an accident/incident within a U3A Myrtleford and District Inc. context must be reported immediately to the Health & Safety Officer, who will inform the President promptly.

9. Within 24 hours of a serious injury/illness occurring the Health and Safety Officer will:

- Investigate the cause and devise a plan to prevent the recurrence of the incident
- Prepare a report for the President using the Incident Report form, including any appropriate supporting documentation
- Provide a copy of the completed report for the records management system of the organisation, to be tabled at the next meeting of the Committee of management.

10. U3A Myrtleford and District Inc.'s Committee of Management will implement remedial actions as appropriate arising from Health and Safety Officer's Report. This may include reporting the incident to VMIA, using the prescribed form.

11. Where an incident results in a death:

- Emergency Services will be notified (telephone 000) immediately
- U3A Myrtleford and District Inc.'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

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

members and volunteers are aware of this policy

all injuries/illnesses/incidents/near misses are investigated and corrective action implemented

all matters relating to members health and safety are dealt with promptly and decisively.

13. Members and volunteers are responsible for immediately reporting:

an injury/ illness or incident to the Health & Safety Officer

a death to Emergency Services and to U3A Myrtleford and District Inc.'s President.

14. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a U3A Myrtleford and District Inc. context are reported promptly to the Health and Safety Officer.

Authorisation

15. This policy was adopted by the Committee of Management of U3A Myrtleford and District Inc. and minuted as such, on 17 September 2021.

16. This policy will be published by the Committee of Management of U3A Myrtleford and District Inc. on its website within 4 weeks of the date of this authorisation.