

Incident reporting policy

Introduction

1. U3A Myrtleford and District Inc. recognises that the health and safety of its members and volunteers are 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 /or cause serious injury or illness.

Definitions

- *Accident* – an unexpected event which results in minor injury or illness. It may also result in property damage.
- *Near miss* – an unplanned event which does not result in injury or damage but which has the potential to do so.
- *Incident* – an unplanned event which results in, or has the potential to cause injury, illness, damage (including psychological, physical or exposure to a hazard).
- *Serious incident* – any event which results in a fatality, or serious injury or illness which require immediate medical treatment. Any explosion, fire, building collapse or uncontrolled spill or leak of a dangerous substance.

Policy

3. This policy applies to all members and any other visitors who are at an activity operated by U3A Myrtleford and District Inc.

4. U3A Myrtleford and District Inc. is committed to preventing accidents and minimising dangerous incidents at its premises and maintaining a safe environment.

5. U3A Myrtleford and District Inc. requires the reporting of any significant injuries or illnesses resulting from accidents, incidents or near misses, that occur at one of its activities. These will be investigated and, if necessary, a plan devised and implemented to address the cause and 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, to administer this policy.

Procedures

8. Any injury or illness which is the result of an accident or incident must be reported to the Health and Safety Officer within 24 hours. The report should be made on the Incident Reporting Form. If the incident appears to be significant, notification should be made immediately by phone and followed up with the written report as soon as more information is available. If the Health and Safety Officer is unable to be contacted by telephone, the report should be made to the President.

9. Any serious incident must be reported to the Health and Safety Officer immediately. The Health and Safety Officer will notify the president and take steps to begin the incident management process.

10. If the incident has resulted in serious injury/illness, the Health and Safety Officer will:

- Investigate the cause and devise a plan to prevent the recurrence of such an incident
- Prepare a report for the President including any appropriate supporting documentation. The report may include recommendations to update procedures or risk controls and will be tabled at the next committee meeting.

11. The committee of U3A Myrtleford and District Inc. will ensure the implementation of appropriate actions arising from Health and Safety Officer's Report. This may include reporting the incident to VMIA, using the prescribed form.

12. Where an incident results in a death:

- Emergency Services must be notified immediately (telephone 000)
- the site of the incident must be secured until a Victoria Police officer arrives, except for the direct purpose of aiding other people injured in the incident
- Immediately after notifying Emergency Services and rendering emergency care, the Health and Safety Officer is to be notified.

Responsibilities

13. It is the responsibility of the committee to ensure that:

- tutors and members are aware of this policy and their reporting obligations
- All injuries/incidents/near misses are investigated and corrective actions are implemented promptly and decisively
- all members promptly report incidents and hazards.

Authorisation

14. This policy was adopted by the committee of U3A Myrtleford and District Inc. and recorded in the minutes as such, on 13 March 2024.

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