



WERRIBEE REGION INC.

UNIVERSITY OF THE THIRD AGE

ABN 38 550 617 454

DRAFT V1.0

HEALTH AND SAFETY POLICY

Reference:

- A. Occupational Health and Safety Act 2004 (VIC)
- B. Victorian Managed Insurance Association (VMIA)
- C. U3A Werribee Rules for an Incorporated Association

Introduction

U3A Werribee Region Incorporated (Inc) is a self-funded, member-based organisation that recognises that the health and safety of its members is a priority and that injuries or illness resulting from accidents or incidents should be reported as soon as they occur whilst attending authorised classes or activities. This will allow the accident or incident to be reported by the Committee of Management so it can be investigated promptly to mitigate the risk of reoccurrence.

Purpose

The purpose of this policy is to document U3A Werribee Region Inc Health and Safety procedures. This will ensure members safety when engaging and undertaking in U3A authorised classes or activities and is committed to the safety and wellbeing of its members and volunteers. Members also have a responsibility as individuals or collectively in a group to act safely, cause no harm, watch out for each other and to engage in activities that are within their physical and health capabilities to reduce the risk of injuries or illness.

Policy Statement

U3A Werribee Region Inc is committed to ensuring that all members attend venues that are safe, fit for purpose and compliant for the classes, activities, and events they attend. This ensures that the risk of an accident or injury is mitigated at the following venues:

- Wyndham Park Community Centre
- Tarneit Community and Learning Centre
- Healthglen Retirement Village
- Sunset Retirement Village
- Hoppers Crossing Sports Club
- Authorised Private Residences.

With exception of Authorised Private Homes which are covered under Insurance whilst participating in U3A Werribee authorised class (ref B) the Wyndham City Council run Community Centres, Retirement Villages and Sports Club have their own Health and Safety and Risk Mitigation Policies and Procedures.

These policies apply to all members, volunteers and visitors whilst involved in authorised U3A Werribee Region Inc sponsored classes, events, and activities as follows:

- All participants of U3A Werribee Region Inc activities must always be aware of theirs and others safety and wellbeing
- Where classes, activities and events are conducted in authorised U3A venues and events U3A Werribee Region Inc members are required to comply with the workplace health and safety rules applicable to that venue, once informed and/or briefed by venue management
- U3A Werribee Region Inc members are to comply with published and disseminated current State, Local Council and Venue health and safety rules and regulations
- U3A Werribee Region Inc will conduct and document a safety risk and hazard assessment bi-annually and introduce controls to manage and minimise identified risks. This will be documented in the U3A Werribee Region Inc Risk and hazard Register
- Bi-annual reports of the safety risk and hazard assessments along with any recommendations will be reviewed by the Committee of Management who will take action to ensure members safety
- Where an accident or incident occurs during a U3A Werribee Region Inc class, activity and / or event the Group or Class Leader is to complete an Accident / Incident Form (refer annex) and forward it to the President and Venue operator within 24 hours of the occurrence
- The Committee of Management is to review all occurrences at the next Committee Meeting following the accident / incident
- A register of all accidents and incidents is to be maintained and reviewed annually as part of the safety risk assessment process

Procedures

The following procedures are to be adopted to assist with members safety:

- Conduct quarterly safety checks of venues and report any issues to management
- Ensure members are aware of venue emergency evacuation procedures including assembly points

- Ensure attendance sheets are maintained
- Ensure that the first aid officer at the venue is identified including location of First Aid Cabinet and Defibrillator

Responsibilities

U3A Werribee Region Inc Committee of Management is responsible for

- Ensuring all members and volunteers are aware of this policy

U3A Werribee Secretary is responsible for

- Receiving and responding to enquiries about this Safety Policy
- Inform the President of U3A Werribee that an accident / incident of this nature has occurred. The President will provide support and ascertain the status of the member

Authorisation

This policy was adopted by the Committee of Management of U3A Werribee Region Inc in accordance with the minutes of meeting held on xx/xx/xxxx

Related Policies

- Privacy Policy
- Risk Management Policy

Review. This document is to be reviewed every twelve months from date of release.

