



HEALTH AND SAFETY POLICY

Version	Date	Author

References:

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

Introduction

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

Purpose

The purpose of this policy is to document U3A Werribee Health and Safety procedures. This will ensure members safety when engaging and undertaking in U3A Werribee 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 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 Learning Centre
- Heathglen Retirement Village
- Sunset Retirement Village
- Hoppers Crossing Sports Club
- Authorised Private Residences.

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 sponsored classes, events, and activities as follows:

- All participants in U3A Werribee authorised activities must always be aware of all members safety and wellbeing
- Where classes, activities and events are conducted in authorised U3A Werribee venues and events all U3A Werribee 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 members are to comply with published and disseminated current State, Local Council and Venue health and safety rules and regulations
- U3A Werribee 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 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 class, activity and / or event the Group or Class Leader must complete the following forms an Accident / Incident Form (refer annex A) and forward it to the Secretary of U3A Werribee and Venue operator within 24 hours of the occurrence. Affected member to be given a copy as well. The U3A Werribee Secretary is also to complete the VMIA Incident Notification Form (refer annex B) and forward this form to claims@vmia.vic.gov.au.
- 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 by the Courses Coordinator and reviewed annually as part of the safety risk assessment.

Procedures

The following procedures are to be followed by the Courses Coordinators to assist with members' safety:

- Conduct quarterly safety checks of venues and report any issues to venue management
- Ensure members are aware of venue emergency evacuation procedures including assembly points
- Ensure attendance sheets are accurately maintained
- Ensure that the First Aid Officer at the venue is identified including location of First Aid Cabinet and Defibrillator.

Responsibilities

U3A Werribee 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 Health and Safety Policy
- Responsible for Informing the President of U3A Werribee that an accident / incident of this nature has occurred. Once informed 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 the Annual General Meeting held on the 16 February 2023.

Related Policies

- Privacy Policy
- Risk Management Policy

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

Annexes:

- A. U3A Werribee Incident / Accident Report Form
- B. VMIA Incident Notification Form

**ANNEX A TO
HEALTH AND SAFETY POLICY
DATED 16 FEBRUARY 2023**

U3A WERRIBEE INCIDENT / ACCIDENT REPORT FORM

REPORT NO

NAME _____

ADDRESS _____

DATE OF INCIDENT _____

PLACE _____

TUTOR/GROUP LEADER _____

WITNESS _____

DETAILS OF INCIDENT _____

ACTION TAKEN _____

NAME OF PERSON AFFECTED _____

SIGNATURE OF PERSON AFFECTED _____

TUTOR/GROUP LEADER NAME _____

TUTOR/GROUP LEADER SIGNATURE _____

VENUE OPERATOR, PERSON AFFECTED TO BE GIVEN A COPY
WITH ORIGINAL SENT TO SECRETARY WITHIN 24 HOURS OF INCIDENT/ACCIDENT

**ANNEX B TO
HEALTH AND SAFETY POLICY
DATED 16 FEBRUARY 2023**



Incident Notification Form

IMPORTANT

- Fully complete this form, where applicable, to ensure prompt attention.
- If there is not enough space for your answer in any section, please write the details on a separate sheet of paper.
- This form to be completed and emailed to: claims@vmia.vic.gov.au

Insured's details

Organisation name:

Contact person:

Address:

Telephone:

Fax:

Email:

Incident details

Incident date:

Incident location:

Type of incident:

- | | |
|--|--|
| <input type="checkbox"/> Personal accident | <input type="checkbox"/> Travel claim |
| <input type="checkbox"/> Contract works claim | <input type="checkbox"/> Fraud / misappropriation of funds |
| <input type="checkbox"/> Employment issue | <input type="checkbox"/> Professional indemnity/ director & officers claim |
| <input type="checkbox"/> Injury to member of public | |
| <input type="checkbox"/> Injury to volunteers | |
| <input type="checkbox"/> Medical indemnity claim | |
| <input type="checkbox"/> Other (please specify if known) | |

Description of incident:

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VMIA is the Victorian
Government's insurer
and risk adviser

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Third party details (if relevant)

Third party name:

Gender: Male Female

Age: _____ DOB: / / (if known)

Declaration

I declare that to the best of my knowledge and belief the information in this form is true and correct and I have not withheld any relevant information.

I consent to the VMIA using personal information I have provided on this form for the purpose of assessing any future claims that may arise in relation to this notification. However, I understand that if I choose not to provide the required details, this is my choice and that the VMIA may not be able to assess any future claims.

I consent to the VMIA disclosing personal information to other insurers or as required by law. I consent to the VMIA also disclosing personal information to and/or collecting additional information from investigators, legal advisers, medical advisers or other advisers whom the VMIA may engage to assist in processing any future claims. Where I have provided information about another individual (e.g. an employee or client) I declare that the individual has been made aware of the reason for the disclosure of their personal details to the VMIA and of the contents of the VMIA's Privacy Policy.

Name:

Date: / /

Signature:

Any personal information you provide directly (or provided by a health service under s141 of the Health Services Act 1988, or a third party such as a government body) in this Form is being collected by the VMIA for the purpose of administering VMIA's functions, under s6 of the Victorian Managed Insurance Authority Act 1996 (Vic), namely to provide insurance, risk advisory and claims handling services. Any personal information you provide will be treated according to the requirements of the Privacy and Data Protection Act 2014 (Vic), the Information Privacy Principles, the Victorian Protective Data Security Standards, the Health Records Act 2001 (Vic) and the Health Privacy Principles. VMIA will not act or engage in any practice that contravenes these provisions. Information will be handled in line with VMIA's Privacy Policy. You have the right to access and correct your personal information. Requests for access should be sent to the Privacy Officer, VMIA, PO Box 18409, Collins Street East, VIC 8003 or privacy@vmia.vic.gov.au.

VMIA is the Victorian Government's insurer and risk adviser.

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