

MANNINGHAM U3A INCORPORATED
HEALTH & SAFETY POLICY

Version No. 4	Prepared by:	President:	Secretary:
Date:	Committee of Management	Date:	Date:

Introduction

1. Manningham U3A Incorporated recognises that the health and safety of its members is important and that injuries or illnesses that arise or result from accidents or incidents need to be reported and investigated to identify the cause and reduce the risk of recurrence.

Purpose

2. This policy documents the Policy and Procedures to be applied relevant to MU3A members and their activities within the organization.
 - 2.1 Where an injury or illness results from an accident or an incident.
 - 2.2 Where an incident occurs that has the potential to recur and to cause injury or illness.

Policy

3. ‘*Incident*’ refers to any event that caused, or *could have caused*, any injury or illness. Such events include (but are not limited to) fire, explosion, non-compliance with environmental regulatory requirements, vehicle accidents, equipment failure and class activities.
4. Manningham U3A Incorporated has a CSO (Community Service Organisation) Insurance Program with VMIA (Victorian Managed Insurance Authority) covering members who volunteer for Manningham U3A Incorporated activities as well as Manningham U3A Incorporated as an entity. Its scope covers public and product liability, professional indemnity, and personal injury of volunteers.

It is not intended to replace or supplement a member’s own insurance. *Refer Appendix A*

5. For volunteers and general members there are risks that include accidents, sudden illness, theft and personal liability.
6. Class members are given general advice by the tutor on how to minimise risk to themselves during class activities where a potential risk has been perceived, and in the management of

physical activity, class evacuations and medical emergencies. *Refer attached information 'Recommended Procedure in an Emergency'.*

7. Members are required to record health and medication details on the reverse of their membership badges and to wear them at all times when engaged in MU3A activities. This will assist in obtaining first aid treatment should it become necessary. In particular, any blood thinning medication must be noted.

If necessary, members must contact “000” through the MU3A office (or by mobile phone if directly involved in the incident) immediately in the event of any health matter that requires comment or urgent action.

If necessary, contact can be made through the Pines Living and Learning Centre when the MU3A office is closed.

Members must not express personal opinions on matters referred to “000”.

8. This policy applies to all members and visitors at Manningham U3A Incorporated whilst involved with MU3A activities.
9. Manningham U3A Incorporated commits to taking appropriate steps to prevent accidents and minimise health and safety incidents at its class venues or premises occupied and will endeavour to achieve a zero accident / incident rate.
10. Manningham U3A Incorporated conducts activities in multiple venues some of which are temperature controlled. Where activities involve member participation in physical movement (passive or strenuous) in non-temperature controlled premises, the Tutor or class leader must advise class members to wear suitable attire or clothing having regard to the weather conditions; alternatively classes can be cancelled.
11. Where an emergency develops that requires an evacuation of a class venue and there are mobility impaired members or visitors present, the tutor or class rep must follow pre-determined procedures, if any, as detailed in the Member's Personal Emergency Evacuation Plan (PEEP). These details are to be with the class tutor and class rep ready for use in such emergencies.
12. Manningham U3A Incorporated requires injuries and illness resulting from accidents or incidents that occur in a Manningham U3A Incorporated context to be reported in writing to the MU3A office on the designated Incident / Accident Report form (preferably the same day or within 24 hours).
13. The President, on receipt of the Report will respond promptly, decisively and appropriately to any incident.
14. Manningham U3A Incorporated will appoint a Health and Safety Officer with basic skills in health and safety as soon as practicable who will report to the President to administer this policy. The officer may be a member of the Committee of Management.

In the absence of an appointment, the President and Vice President will jointly fulfil this role.

15. Action may be taken by the Health and Safety Officer to address the cause (and, if possible, prevent recurrence) of the incident or accident.
16. Food Handling.
 - 16.1. Manningham U3A Incorporated is not involved in the sale of foodstuffs to the public as part of their regular operations. It does not engage in fundraising activities which involve the preparation and sale of foodstuffs
 - 16.2. Food handling and consumption is limited to:
 - 16.2.1 the provision of refreshments in conjunction with Committee and similar meetings and at functions attended by our members and invited guests
 - 16.2.2 the preparation and consumption of food relative to Manningham U3A Incorporated's cooking classes.
17. Manningham U3A Incorporated wishes to minimise risk associated with food handling and preparation by issuing guidelines to members to supervisors and volunteers who work in the kitchen or are associated with food handling.
18. Volunteers who assist in supervising and serving food and drinks at Manningham U3A Incorporated functions must take all reasonable measures not to handle food (or surfaces likely to come in contact with food) in a way that is likely to contaminate the food.
19. Food Safety instructions which conform to The Australian Standards Code, Division 4, sub-division 1 "Requirements for food handlers" are incorporated in the RED Kitchen Supervisor's manual and instructions for each Manningham U3A Incorporated function.

Procedures

20. An injury or illness resulting from an incident / accident within a Manningham U3A Incorporated context must be reported in writing on the U3A Incident Report Form within 24 hours to the Manningham U3A Incorporated's main office and be recorded in the MU3A Incident / Accident Report file.
 - 20.1 The original of the Report is recorded (with the next designated Report Number) in the Incident / Accident Report Folder and copies are given to the claimant, forwarded to the Secretary (2 copies) and the President promptly for their attention.
 - 20.2 The Incident Folder shall be securely stored at the MU3A main office and any relevant information to be made available by the Secretary for investigative purposes.
21. Within one week of an injury / illness being reported to the main office, the President (or Executive or Committee) will:-
 - 21.1 determine the cause and / or how to prevent a recurrence of the incident.
 - 21.2 ensure that a copy of the completed Incident / Accident Report, VMIA form or other relevant information is stored by the Secretary in the organisation's records management system

22. Manningham U3A Incorporated's President and the Committee of Management will determine and implement remedial actions arising from consideration of any Incident / Accident Report and / or subsequent Health and Safety Officer's Report.
23. Where an evacuation of a venue is required, to facilitate mobility by impaired members, if any, to evacuate the premises, a copy of their Personal Emergency Evacuation Plan (PEEP) should be with the tutor, relevant Warden or the designated assistant for the member.
 - 23.1 An additional copy is to be kept in a central location which is readily accessible to the responding Emergency Service.

The information on the PEEP shall be disseminated to all people responsible for its implementation.
24. Where an incident / accident results in a death or serious injury:
 - a) Emergency Services will be notified **immediately** (telephone 000)
 - b) Manningham U3A Incorporated's President will be notified immediately
 - c) the site of the incident / accident 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 / accident.

Responsibilities

25. It is the joint responsibility of the Committee of Management and the Health and Safety Officer to ensure that:
 - 25.1 members have access to this policy
 - 25.2 members are aware of this policy
 - 25.3 all injuries / illnesses / incidents are investigated and corrective action implemented
 - 25.4 all matters relating to members' health and safety are dealt with promptly and decisively.
26. Manningham U3A Incorporated members are responsible for immediately reporting in writing on the Incident / Accident Report form:
 - 26.1 All injury / illness or safety incidents to the Manningham U3A Incorporated's Office.
 - 26.2 A death to Emergency Services and to Manningham U3A Incorporated's President.
27. The Health and Safety Officer (when active) is responsible for:
 - 27.1 promptly informing the President of the results of their investigation following the receipt of the report of the injury / accident as passed on from the committee or associated sources.
 - 27.2 if necessary, investigating and documenting the circumstances surrounding an injury / illness / incident in consultation with the injured person

27.3 if required, devising a plan or appropriate actions to prevent further injuries / incidents of a similar nature and

27.4 providing a copy of the plan to the President

28. Manningham U3A Incorporated's Secretary is to maintain a Confidential Register of all members who supply personal information into their Personal Emergency Evacuation Plan (PEEP) and to monitor and respond to requests for the release of the information.
29. Manningham U3A Incorporated's Secretary is responsible for submitting all insurance claims to VMIA and other insurers together with supporting documents.

Related Manningham U3A Policies:

- * Risk Management Policy
- * Accommodation Venue Policy
- * Privacy Policy

Attachments:

- * Incident Report
- * Procedures in an Emergency
- * Personal Emergency Evacuation Plan (PEEP)

Appendix 'A'

VMIA Insurance Policy synopsis.

- A1. Public Liability. – indemnifies Manningham U3A Incorporated against claims made for negligence by Manningham U3A Incorporated and / or its management team or its officers (e.g. tutors, activity leaders)
- A2. Professional Indemnity – indemnifies against claims of negligence, error, misstatement or omission leading to economic loss to a third party.
- A3. Officers Liability – breach of duty, breach of trust, neglect, error etc. Also includes Employment Practice Violation (e.g. discrimination and harassment claims).
- A4. Entity Fidelity – indemnifies against claims for volunteer fraud.
- A5. Volunteer Personal Accident – provides benefits for injury incurred while performing an authorized activity (covering management, tutors, activity leaders, office volunteers, catering, social committees etc. – i.e. all volunteer participants acting in their role as a volunteer).

Note 1: All personal accident benefits are based on an aged-based sliding scale (12 – 100)

Note 2: Volunteer Personal Accident policy does not cover general members of Manningham U3A Incorporated.

In the event of an accident, general members of Manningham U3A Incorporated must use their own medical insurance. If someone else is legally liable for the injury, public liability insurance may be activated.

Att: VMIA claim forms

Manningham U3A Incident / Accident Report form