

MANNINGHAM U3A INCORPORATED

HEALTH & SAFETY POLICY

Introduction

1. Manningham U3A Incorporated recognises that the health and safety of its members is important and that injuries or illnesses arising or resulting from accidents or incidents are 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
 - 2.1 where a serious injury or illness results from an accident or in incident.
 - 2.2 where an incident occurs that has the potential to recur and to cause serious injury or illness
 - 2.3 where other incidents reported

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, personal injury of volunteers, money in transit, fire and accident. Refer Appendix A
5. For volunteers and general members there are (but not limited to) risks that include accidents, sudden illness, theft and personal liability.
6. Class members are given advice on how to minimise risk to themselves during class activities, and in the management of physical activity and medical emergencies.
7. Members are requested to record a contact person, and their own health and medication details on the reverse of their membership badges to assist in obtaining first aid should this become necessary.

Members are obligated to contact "000" immediately in the event of any health matters that require comment or action.

8. This policy applies to all members and visitors under the control of Manningham U3A Incorporated.
9. Manningham U3A Incorporated commits to taking all appropriate steps to prevent accidents and minimise health and safety incidents at its premises 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 evaluate the effects of extreme temperature on the class members.
11. Manningham U3A Incorporated requires injuries and/or illness resulting from accidents or incidents that occur in a Manningham U3A Incorporated context to be reported in writing on the designated Incident Report form and investigated and for a plan to be devised by the Health and Safety Officer and implemented to address the cause and to prevent recurrence.
12. Manningham U3A Incorporated will respond promptly and decisively to any reported incident resulting in injury or illness.
13. Manningham U3A Incorporated will appoint a Health and Safety Officer who may be a member of the Committee of Management to administer this policy.
14. Food Handling.
 - 14.1 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.
 - 14.2 Food handling and consumption is limited to:
 - 14.2.1 the provision of refreshments in conjunction with Committee and similar meetings and at functions attended by our members and invited guests
 - 14.2.2 the preparation and consumption of food relative to Manningham U3A Incorporated's cooking classes.
15. Manningham U3A Incorporated wishes to minimise risk associated with food handling and preparation by issuing guidelines to members.
16. 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 compromise the safety and suitability of food.
17. Food Safety instructions which conform to The Australian Standards Code, Division 4, Sub-division 1 "Requirements for food handlers" are incorporated in the instruction manual for each Manningham U3A Incorporated function.

Procedures

18. An injury or illness resulting from an accident/incident within a Manningham U3A Incorporated context must be reported within 24 hours to the Manningham U3A Incorporated's main office and be recorded on the MU3A Incident /Accident form. A copy of the form is recorded in the Incident Report Folder and copies are given to the claimant, forwarded to the Secretary (2 copies), the President and the Health and Safety Officer promptly for their attention.
19. Within 24 hours of an injury/illness being reported to the main office, the Health and Safety Officer will:
 - 19.1 investigate the cause and consider a plan to prevent a recurrence of the incident
 - 19.2 present an Incident Report to the President on the Manningham U3A Incorporated's Incident Report (as per attached copies) with appropriate supporting documentation
 - 19.3 ensure that a copy of the completed Incident Report is stored in the organisation's records management system
 - 19.4 The President will implement appropriate actions arising from consideration of the Health and Safety Officer's Incident Report.
20. Within 48 hours of an accident or incident that has the potential to recur and cause further injury or illness, the Health and Safety Officer will:
 - 20.1 investigate the incident and present an additional report to the President
 - 20.2 ensure that the completed report is stored in the organisation's records management system
21. Manningham U3A Incorporated's President and the Committee of Management will determine and implement remedial actions arising from consideration of any Incident Report.
22. Where an incident/accident results in a death or serious injury:
 - a) Emergency Services will be notified (telephone 000) immediately
 - 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

23. It is the responsibility of the Committee of Management to ensure that:
 - 23.1 members are aware of this policy
 - 23.2 all injuries/illnesses/incidents are investigated and corrective action implemented
 - 23.3 all matters relating to members' health and safety are dealt with promptly and decisively.
24. Manningham U3A Incorporated members are responsible for immediately reporting
 - 24.1 a serious injury/illness or incident to the Health & Safety Officer and Manningham U3A Incorporated's Secretary.
 - 24.2 a death to Emergency Services and to Manningham U3A Incorporated's President.
25. The Health and Safety Officer is responsible for:
 - 25.1 promptly informing the President following a report of an injury/illness
 - 25.2 investigating and documenting the circumstances surrounding an injury/illness/incident, in consultation with the injured person
 - 25.3 devising a plan to prevent further injuries/incidents of a similar nature
 - 25.4 providing a written report to the President
26. Manningham U3A Incorporated's Secretary is responsible for submitting all insurance claims together with supporting documents.

Authorisation

27. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.

Related Manningham U3A Policies:

- * Risk Management Policy
- * Accommodation Venue Policy

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 – up to \$100,000 in volunteer fraud cover.
- 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