



Policy – Health & Safety

13 11 2019

Introduction

U3A Hawthorn recognises that it must provide and maintain a working environment that is safe and free of risks to health, as far as reasonably practicable.

Purpose and scope

- This policy and associated procedures applies to all aspects of health and safety for volunteers and members under the control of U3A Hawthorn. It applies also to visitors to the U3A Hawthorn premises.
- It excludes any visitors to activities which are conducted as excursions or outdoor activities.
- It excludes venues outside of U3A Hawthorn's control, such as the carpark outside of U3A which is controlled by the City of Boroondara, cafes, places of interest etc.

Definitions

- *Accident* is an unplanned event that results in personal injury.
- *Hazard* is a potential source of harm or injury.
- *Incident* refers to any unplanned event that exposes an individual to serious injury or illness; the serious injury may or may not occur. Incidents include fire, explosion, chemical spills, property damage, equipment failure etc.
- *Near Miss* is an incident where no personal injury was sustained, but where given a slight shift in time or position an injury easily could have occurred.
- *Reasonably practicable*: all of the following need to be taken into account whether it is reasonably practicable to control a risk:
 - The likelihood of harm occurring
 - The type of consequences of the harm, if the harm occurs
 - What the management committee knows (or ought to know) about the hazard or risk and ways of controlling it
 - The availability and suitability of ways to control the hazard or risk
 - The cost of controlling the hazard or risk
- *Risk* is the likelihood of a hazard occurring and the severity of the harm if it does occur.
- *Serious injuries or illnesses* are those that require hospitalisation
- *Volunteers* are in designated volunteer positions only and are:
 - Members of the committee of management, program planning committee, Readman series committee
 - Tutors and assistant tutors
 - Course convenors
 - Reception volunteers

Policy

- U3A Hawthorn is committed to providing an environment that is safe and free of risks to health, as far as reasonably practicable.
- U3A Hawthorn will manage risks to health and safety that include, but are not limited to:
 - Psychological injury (eg stress, anxiety)
 - Injury or illness due to work equipment
 - Illness caused by contact with hazardous substances
 - Injury or illness caused by a poor work environment
- U3A Hawthorn will adopt a risk management approach to the identification and management of risks from a health and safety perspective.
- U3A Hawthorn will identify and remedy any immediate health and safety risks as soon as practicable
- U3A Hawthorn will undertake a risk assessment of the premises on an annual basis, using the approved checklist. The premises risk assessment has a focus on health and safety and therefore does not take the place of ongoing regular and reactive maintenance, which is the responsibility of the campus manager.
 - The checklist will be completed by at least one member of the Committee of Management, one of whom will be the Honorary Secretary. The Honorary Secretary will select a second volunteer to assist with the risk assessment, usually the campus manager
 - The Committee of Management will approve the risk assessment at the meeting following its completion.
 - Any hazards or risks identified as a result of the premises risk assessment and that are the responsibility of U3A Hawthorn will be remedied by the Committee of Management
- As part of its lease agreement, U3A Hawthorn will notify Boroondara Council of all health and safety accidents, including near misses, using the approved U3A Accident/Incident Form, as soon as possible
 - U3A will inform Council immediately if any work is required to ensure that the premises and the means of entering and leaving them are safe and without risks to health.
- Hawthorn U3A will undertake an annual risk assessment of all other risks to health and safety not covered by the premises risk assessment checklist and present the risk assessment to the committee of management for authorisation; this will be done by the volunteer Health and Safety Officer
- U3A Hawthorn requires serious injuries, illness and near misses resulting from accidents or incidents that occur in a U3A Hawthorn context to be reported and investigated and for a plan to be devised and implemented to remedy the risks or hazards and prevent recurrence if possible.
- All volunteers, members and visitors are required to be responsible for their own health and safety
- U3A Hawthorn will maintain records of all policy, procedure, risk assessments and Accident/Incident/Near miss reports
- U3A Hawthorn will conduct an analysis of all accidents/incidents/near misses and risk assessments on an annual basis
- Hawthorn U3A will appoint a volunteer Health and Safety Officer, who will be a member of the Committee of Management, to administer this policy and provide regular reports to the Committee of Management.

Procedures

Records

A central record of all matters related to health and safety will be maintained, ensuring that privacy of individuals is preserved

Premises risk assessment

The Honorary Secretary will undertake the premises risk assessment in June of each year, using the prescribed checklist form

- The Honorary Secretary will select a second person to assist with the premises risk assessment, usually the campus manager
- The Honorary Secretary will submit the assessment with any recommendations for remedies to the Committee of Management in July of each year
- The Honorary Secretary or campus manager will inform the Council of any risks and remedies that are the responsibility of the Council within two working days of the committee of management endorsement of the premises risk assessment

Other health and safety risk assessments

- The Health and Safety Officer will undertake the annual risk assessment of all other risks to health and safety not covered by the premises risk assessment checklist in June of each year
- They will present the risk assessment with recommendations for any remedies to the Committee of Management for authorisation at the July meeting.

Near misses

- The volunteer or member will complete an incident form and send it to the health and safety email address
- The Health and Safety Officer will recommend any remedial action as a result, to the Committee of Management

Serious injury/illness

- In the event of a serious accident the volunteer responsible for the class or activity will take necessary steps to ensure the health and safety of injured members by calling an ambulance, with the consent of the injured person if they are able to consent and informing any family.
- The volunteer will follow up with the member and their family to provide support following the accident
- A serious injury/illness resulting from an accident/incident must be reported immediately by the volunteer tutor or member involved in the incident to the Health & Safety Officer using the Health and Safety email address, or by phone to if possible
- The member or volunteer should complete an Accident/Incident/Near Miss report using the prescribed form available on the U3A website within 24 hours of the incident occurring and forward it to the Health and Safety email address.
- The Health & Safety Officer will inform the President promptly and forward the accident/incident report

- Within 24 hours or the next working day of receipt of the Accident/Incident/Near Miss report, or after a serious injury/illness/ the Health and Safety Officer will:
 - investigate the cause and devise a plan to prevent a recurrence of the incident
 - present a *Serious Injury or Illness Report* to the President, with appropriate supporting documentation.
 - ensure that a copy of the completed *Serious Injury or Illness Report* is stored in the organisation's records management system and presented to the next meeting of the Committee of Management.
- U3A Hawthorn's Committee of Management will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's *Serious Injury or Illness Report*.

Where an incident results in a death

- The volunteer or member will call Emergency Services (telephone 000) immediately
- The volunteer or member will secure the site of the incident until a Victoria Police officer arrives unless disturbance to the site of a fatality is for the purpose of aiding another person injured in the incident.
- The volunteer or member will notify the U3A Hawthorn President as soon as practicable and complete the Accident/Incident/Near Miss form forwarding it to the Health and Safety email address
- The Health and Safety officer will offer a one off session of debriefing to all those members and volunteers who witnessed the death

VMIAC reporting

The U3A Hawthorn President will report the following to the VMIAC, using their incident reporting form:

- All accidents that require hospitalisation
- All deaths
- In consultation with the Committee of Management, any incident related to health and safety that may result in an insurance claim.

Responsibilities

It is the responsibility of the Committee of Management to ensure that:

- Members and volunteers are aware of this policy
- All serious injuries/illnesses/near misses are investigated and remedial action implemented
- All matters relating to members health and safety are dealt with promptly and decisively.

Members and volunteers are responsible for immediately reporting

- A serious injury/ illness/ incident/near miss to the Health & Safety Officer
- A death to Emergency Services and to the U3A Hawthorn President.

This policy will be published by the Committee of Management of U3A Hawthorn on its website within 4 weeks of the date of this authorisation.

Related policies and forms

- Emergency management policy
- U3A Accident/Incident report
- VMIA Incident Reporting form
- Premises risk assessment checklist

Appendix: Examples of possible injuries and illnesses

- Psychological injury (eg stress, anxiety) possibly due to
 - Lack of control over how the work is done
 - Lack of encouragement
 - Unresolved conflict
 - Challenging behaviour from others
 - Lack of role clarity
 - Poor management of organisational change
- Injury or illness due to work equipment such as
 - Electrocution of electric shock
 - Contact with moving parts
 - Contact with hot or cold parts
 - Sharp surfaces
 - Fire (eg old or faulty equipment faulty wiring, poorly maintained gas equipment)
 - Heavy or awkward equipment, eg vacuum cleaner
 - Inappropriate choice of equipment for activity
- Illness caused by contact with hazardous substances
 - Lack of information about substances used, eg material safety sheets
 - Substances not labelled
 - Use of substances not eliminated, or preplace with use of less hazardous substances
- Injury or illness caused by a poor work environment
 - Working in an unsafe structure or hazardous outdoor environment
 - Unsafe entrances, exits, steps, stairs and ramps
 - Slippery and uneven floors
 - Cramped work spaces
 - Poor ventilation
 - Excessive noise
 - Insufficient lighting
 - Obstructions and trip hazards
 - Non ergonomic work stations
 - Insufficient and/or non-hygienic toilets and handbasins

Authorisation

This policy was adopted by the Committee of Management of U3A Hawthorn on 13 November 2019

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