



## **Health and Safety Policy** (Serious Injury and Illness)

### **Introduction**

1. Kingston University of the Third Age Inc. recognises that the health and safety of its members and volunteers is important and that illnesses and injuries resulting from accidents or incidents should be reported and investigated to minimise the risk of recurrence.

### **Purpose**

2. This policy documents the procedures to be applied:
  - where an illness or serious injury results from an accident or incident
  - where an incident occurs that has the potential to recur and to cause illness or serious injury

### **Policy**

3. 'Incident' refers to any event that caused, or could have caused, serious injury or illness. Such events include fire, explosion, non-compliance with environmental regulatory requirements, vehicle accidents, equipment failure etc.
4. This policy applies to all members, volunteers and visitors under the control of Kingston University of the Third Age Inc.
5. Kingston University of the Third Age Inc. commits to preventing accidents and minimising dangerous incidents at its premises and will endeavour to achieve a zero accident rate.
6. Kingston University of the Third Age Inc. requires serious injuries and illness resulting from accidents or incidents that occur in a Kingston University of the Third Age Inc. context to be reported and investigated and for a plan to be devised and implemented to address the cause and to prevent recurrence.
7. Kingston University of the Third Age Inc. will respond promptly and decisively to any incident resulting in serious injury or illness.
8. Kingston University of the Third Age Inc. will appoint a volunteer Health and Safety Officer, who may be a member of the Committee of Management, to administer this policy.

### **Procedures**

9. A serious injury/illness resulting from an accident/incident will be reported to the Kingston Safety Officer, who will inform the President promptly
10. Within 24 hours of a serious injury/illness occurring the Health and Safety Officer will:
  - investigate the cause and devise a plan to prevent a recurrence of the incident
  - present a *Serious Incident Report* to the President in the Incident Form as attached, with appropriate supporting documentation
  - ensure that a copy of the completed *Serious Incident Report* is stored in the organisation's records management system and laid before the next meeting of the Committee of Management
11. Kingston University of the Third Age Inc.'s Committee of Management will implement appropriate remedial actions arising from consideration of the Health and Safety Officer's *Incident Report*.

12. Any accident/incident that has the potential to result in injury or illness will be reported to the Health and Safety Officer within 24 hours of the incident or accident.
13. Within 48 hours of an accident or incident that has the potential to recur and cause injury or illness, the Health and Safety Officer will:
  - investigate the incident and present a report to the President in the *Incident Form*
  - ensure that the completed report is stored in the organisation's records management system
  - lay the report before the next meeting of the Committee of Management
14. Kingston University of the Third Age Inc.'s Committee of Management will determine and implement remedial actions arising from consideration of the *Incident Report*.
15. Where an incident results in a death:
  - a. Emergency Services will be notified (telephone 000) immediately
  - b. Kingston University of the Third Age Inc.'s President will be notified immediately
  - c. The site of the incident 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

**Responsibilities**

16. It is the responsibility of the Committee of Management to ensure that:
  - members and volunteers are aware of this policy
  - all serious injuries/illnesses/incidents are investigated and corrective action implemented
  - all matters relating to members health and safety are dealt with promptly and decisively
17. Members and volunteers are responsible for immediately reporting
  - a serious injury/ illness or incident to the Health & Safety Officer
  - a death to Emergency Services and to Kingston University of the Third Age Inc.'s President
18. The Health and Safety Officer is responsible for:
  - immediately informing the President following a report of a serious injury/illness
  - investigating and documenting the circumstances surrounding a serious injury/illness/incident, in consultation with the injured person
  - devising a plan to prevent further injuries/incidents
  - providing a written report to the President, in the VMIA form as attached
19. It is the responsibility of all members and volunteers to ensure that incidents and hazards in a Kingston University of the Third Age Inc. context are reported promptly to the Health and Safety Officer.

<b>Health and Safety Policy</b>  <b>Illness and Serious Injury</b>	Approval Date:	May 2015
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