



U3A Rockhampton and District Inc.

ABN 83 907 668 103

**SAFETY MANAGEMENT
POLICY
PROCEDURES
AND
RESPONSIBILITIES**

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POLICY

U3A Rockhampton and District Inc. is committed to providing a safe environment for its members, coordinators, visitors and the general public.

U3A Rockhampton and District Inc. recognises that health and safety is everyone's responsibility and all members must take reasonable care that his or her acts or omissions do not adversely affect the health and safety of themselves, other members, visitors or the public.

All members, visitors or the public are to comply with any reasonable health and safety instructions as far as they are reasonably able.

This policy will be reviewed every 12 months. The next review date is May 2021.

COMMON LAW

Under the common law of negligence (established by the courts), U3A Rockhampton and District Inc. has a duty of care to take reasonable steps to provide a safe environment for members and to avoid foreseeable harm, injury or loss. A community organisation can be liable, or held to be in breach of negligence laws, where it failed to act in accordance with the appropriate standard of care.

U3A Rockhampton and District Inc. can satisfy this duty of care by:

- identifying and mitigating any risks that members may face;
- assessing the level of risk, that is, how likely it is that something will happen and the seriousness of that risk;
- implementing corrective actions that will eliminate the risk or, if the risk can't be eliminated, implementing a corrective action that will minimise the risk to the lowest level achievable, and communicating the actions to the membership; and
- ensuring members and volunteers understand their responsibilities for health and safety.

INSURANCE

U3A Rockhampton and District Inc. has voluntary workers insurance through U3A Network Queensland. However, the association needs to take all necessary precautions to prevent personal injury and to adopt procedures that mitigate potential claims. Failure to do so may result in the insurance cover being declined in the future.

PROCEDURES

Risk Assessments

Risk assessments shall be made for all activities and outings. Identifying hazards, considering what the consequences would most likely be for members, making a realistic evaluation of the most likely level of risk and setting up control measures will reduce risk and minimise harm to participants at meetings, outings and activities.

The Risk Assessment Form and instructions for completing the form are available on the web site. All four steps on the form should be completed. Usually, there is no need to complete another risk assessment form for an activity or venue unless there are changes to the environment, location, venue or the hazards.

A copy of the completed form shall be forwarded to the Health and Safety Officer for review.

Incident/Accident investigation

All incidents, accidents and near misses, regardless of how minor, shall be investigated immediately. The emphasis is on finding the root cause and to recommend and implement corrective actions which will prevent a reoccurrence of the adverse event. Investigations are to determine not only what happened but also how and why and to prevent a similar incident reoccurring.

Incidents/ accidents are also investigated to fulfill any legal requirements; for accident insurance claims; to determine the cost of the incident; and to determine compliance with any applicable instructions or regulations.

When an incident/accident occurs

The group coordinator or other reliable person at the scene will:

- ensure the safety of persons at the scene;
- provide or summon first aid and medical attention if a person is injured;
- prevent further injury to persons or damage to property;
- complete an Incident Report Form and, if necessary, a Supplementary Incident Report, taking care to follow the instructions on the forms;
- verbally report the incident to the Health and Safety Officer as soon as possible;
- obtain statements from witnesses at the scene. If there is insufficient space on the Incident Witness Statement, a supplementary witness statement may need to be used. Witnesses should be kept apart to complete their statements so that the incident is described in his or her own words;
- ensure there is no interference at the incident site;
- not remove anything from the scene;
- take photos, measurements and sketches if applicable;
- keep an open mind and look at all pertinent facts;
- write a step-by-step time line of what happened;
- consider:
 - whether a risk assessment identifying hazards and corrective actions was completed and communicated;
 - whether all the hazards were identified;

- whether the risk assessment was followed;
 - the prevailing environment;
 - what, if any, equipment was involved.
- each conclusion should be checked to see if:
 - it is supported by evidence;
 - it is direct evidence or based on witness accounts; or
 - it is based on assumption.
 - submit Incident Report Form, Supplementary Incident Report, Incident Witness Statements, photographs and sketches/drawings to the Health and Safety Officer as soon as possible after the incident occurring.

After the incident/accident

The Health and Safety Officer will:

- check on the injured person's well-being;
- obtain the Incident Report Form, Supplementary Incident Report and the Incident Witness Statements, photographs and sketches/ drawings completed at the time of the incident;
- analyse the reports to determine if the root cause/s of the incident have been correctly identified and determine if the corrective actions are adequate, robust and implemented;
- report the findings and corrective actions and implementation to the committee and to the general meeting.

The committee will:

- check on the injured person's well-being and see if he/she requires assistance with medical insurance claims, etc.
- review the report from the Health and Safety Officer;
- evaluate the effectiveness of the corrective actions;
- take further corrective action if necessary.

First Aid Responders

U3A Rockhampton and District Inc. is to maintain a minimum of two fully trained first aid responders whose training is kept up to date.

First aid responders:

- must be physically capable of delivering first aid, especially CPR: and
- regularly attend major outings that are remote from an ambulance service.

All first aid kits and equipment used by the first aid responders:

- must be maintained at all times and be ready for use when required;
- must contain:
 - a contents list so all items can be accounted for; and
 - a list of expired or used first aid equipment that has to be or has been replaced.
- must be replenished immediately if items are used or expired.

Safety Management Training

Annual safety management training will be provided for the committee members and group coordinators. This training will include, but not be limited to, risk assessments and incident investigations.

The Activities Manager and group coordinators will be provided with all necessary documents and forms to be able to perform their safety management responsibilities.

RESPONSIBILITIES

Member Responsibilities

Members should ensure:

- they are familiar with the U3A Rockhampton and District Inc.'s safety management procedures that are applicable to them;
- they comply with all health and safety directions as far as they are able;
- they notify the Health and Safety Officer, group coordinator, or any committee member if they become aware of any hazards or near misses not previously identified or reported.

In the event of an incident members may be required to complete an Incident Report Form or an Incident Witness Statement.

Group Coordinators Responsibilities

It is the responsibility of coordinators to:

- ensure that they attend safety management training whenever it is scheduled;
- ensure a risk assessment is completed for each activity or venue, and a copy of the completed risk assessment is sent to the Health and Safety Officer for review and approval;
- communicate the identified hazards and corrective actions to all participants;
- review the risk assessment prior to each activity to ensure there are no changes to the environment, location, venues or risk level. If there are any changes, any new risks associated with the change should be considered and the risk assessment updated, sent to Health and Safety Officer for review and approval, and communicated to participants;
- comply with the corrective actions conveyed in the risk assessment;
- in the case of a near miss, incident or accident, ensure there is an investigation in accordance with training and immediately notify the owner of the building and the Health and Safety Officer. A copy of the investigation must be forwarded to the Health and Safety Officer for review by the committee;
- if an activity coordinator has been provided with a mini first aid kit, maintain a contents list so all items can be accounted for, and notify the Safety Officer if expired or used first aid items need to be replaced.

First Aid Responders Responsibilities

It is the responsibility of first aid responders to:

- maintain an up to date contents list of the first aid kit;
- maintain a list of expired or used first aid equipment that has to be or has been replaced;
- maintain defibrillator in accordance with operating guide;
- contact the Health and Safety Officer for replacement items for first aid kit or for defibrillator.

Health and Safety Officer Responsibilities

It is the responsibility of the Health and Safety Officer to:

- at a general meeting, communicate -
 - the risk assessment for the meeting;
 - a safety message regarding immediate reporting of all safety issues, near misses, incidents and accidents to the Safety Officer or a committee member for action;
 - feedback on any safety issues that occurred in the previous month; and
 - the need for members to sign in for all U3A Rockhampton and District Inc. managed events;
- maintain an up-to-date Risk Register containing information on all risks identified for the association to ensure the corrective actions are still valid or need to be updated;
- arrange and assist with annual safety management training including risk assessment and incident investigation for committee members and coordinators;
- ensure the Activities Manager has the most recent version of the Safety Management Policy, Risk Assessment Form, Incident Report Form, Supplementary Incident Report and Incident Witness Statement and that they have been distributed to the coordinators;
- coach and assist with the preparation of risk assessments and incident investigations if required;
- ensure copies of the safety management forms are submitted at the committee meeting for review;
- ensure scanned copies of all completed safety management forms are forwarded to the Assistant Secretary for filing in U3A Rockhampton and District Inc.'s safety management file;
- lead the review of risk assessments for identified hazards and corrective actions;
- lead the committee's annual Risk Register and safety management review;
- brief the committee and make recommendations on emerging safety management issues;
- arrange training for U3A Rockhampton and District Inc.'s first aid responders to ensure their qualifications are current and keep record of training;
- in conjunction with the Activities Manager periodically audit the implementation and compliance of the safety management policy;
- check with first aid responders that the first aid kit contains all necessary items.

Health and Safety Sub-committee

It is the responsibility of the Health and Safety Sub-committee to:

- assist the Health and Safety Officer when requested, including but not limited to:
 - reviewing risk assessment forms;
 - helping coordinators in completing risk assessment forms.

Management Committee Responsibilities

The management committee has a duty of care to provide a safe environment for members of U3A Rockhampton and District Inc. at all times.

It is the responsibility of the committee of U3A Rockhampton and District Inc. to:

- develop and implement safety management policy and procedures, documentation and training to manage the safety and well-being of U3A Rockhampton and District Inc. members and visitors;
- ensure members and visitors are aware of the Safety Management Policy and procedures by using the web site and Facebook page to publish the document and by verbally communicating the policy to members at general meetings;
- ensure that as soon as practicable after the annual general meeting, the Secretary schedules and books venues and people to conduct first aid refresher training and safety management training;
- review insurance policies to make sure they adequately cover injuries to and actions of volunteers and loss of or damage to equipment;
- review members' safety management continuous improvement recommendations for evaluation;
- annually review the Safety Management Policy and associated documents and training program, evaluate recommendations and implement changes if appropriate to meet standards and legislation.

President Responsibilities

It is the responsibility of the President to develop a schedule and action plan in conjunction with the Secretary for the following:

- first aid training and refreshers;
- safety management training, including risk assessments and incident Investigations, etc;
- Risk Register review;
- Safety Management Policy review;
- review of compliance with the Safety Management Policy;
- risk assessments;
- incident investigations and effectiveness of corrective actions.

CURRENT SAFETY MANAGEMENT FORMS

The following Safety Management forms are updated from time to time. Users should ensure they have the latest versions, which are available from the Assistant Secretary and on U3A Rockhampton and District Inc's website.

- Risk Assessment Form
- Incident Report Form
- Supplementary Incident Report
- Incident Witness Statement