



U3A ACT POLICY No PO20145

Safety and Wellbeing Policy	
Publication date: 1 May 2018	Applies to: All U3A Members
Responsible person: U3A Volunteer responsible for the event or activity	Scheduled review date: Every three years as determined by the Committee
Approved by: Committee meeting on 9 April 2018	Author: Secretary

INTRODUCTION

This policy is designed to align U3A-ACT practices with the principles underpinning legislation related to workplace health and safety and discrimination.

PURPOSE

This policy identifies U3A-ACT commitment to the safety and wellbeing of its members and our collective and individual responsibility while undertaking the business of the association to act safely, to cause no harm, and to engage with activities that can help prevent injuries and illness.

The use of this policy presupposes a sensible and reasonable approach reflective of the volunteer nature of the association.

DEFINITION

Volunteer: a member who provides unpaid service to the business of the organisation.

Sensible and reasonable: what another person placed in the same context could reasonably be expected to do.

U3A-ACT: refers to U3A-ACT Incorporated

This policy has one attachment:

Attachment A. Incident/Accident Report Template Guidelines

POLICY

1. All members of U3A-ACT who provide volunteer services, or conduct courses, tours or related activities must take sensible and reasonable steps to ensure the safety and wellbeing of everyone attending any activity run on behalf of U3A-ACT and to minimise risk.
 - 1.1. Seat belts must be available in all coaches hired exclusively for a U3A activity
2. When engaged in activities related to the U3A-ACT no member may discriminate against or harass another member on the basis of their race, sex, or any disability.

- 2.1. Any member who wishes to make a complaint under this provision should refer to the Complaints Resolution policy.
3. Members involved in a U3A-ACT activity who are participants and not volunteers must be mindful of their own and others' safety and wellbeing while they are engaged in the U3A-ACT activities.
4. On a tour or excursion seat belts must be worn at all times by members when seated in a coach hired by U3A.
5. Where activities are conducted in the workplace of another organisation U3A-ACT members are required to comply with the workplace health and safety rules applied to that workplace.
6. U3A-ACT will conduct a safety and wellbeing risk assessment annually and introduce controls to minimise any significant risks identified.
 - 6.1. Volunteers who have a key role in particular operational activities will be involved in the annual safety and wellbeing risk assessment process.
 - 6.2. The report of the annual assessment will be considered by the committee together with any recommendations arising from the assessment.
7. U3A-ACT will include reference to this policy in training manuals, in volunteer induction processes, and in other practices as appropriate.
8. Should an accident or incident related to safety or wellbeing be identified, the observer should complete an Accident/Incident Report and forward it to the secretary as soon as practicable after the incident. (Attachment A)
 - 8.1. A register of all accidents and incidents will be kept and considered annually as part of the safety and wellbeing risk assessment process.
 - 8.2. The committee will consider all such reports at the next committee meeting following the accident/incident.

SOURCES

Model Workplace Health and Safety Act 2011

Legislative Fact Sheet Series: Volunteer organisations and the Model Work Health and Safety Act 2011

The Racial Discrimination Act 1975

<https://www.humanrights.gov.au/our-work/legal/legislation>

The Disability Discrimination Act 1992.

<https://www.humanrights.gov.au/our-work/legal/legislation>

The Discrimination Act 1991

<http://www.legislation.act.gov.au/a/1991-81/current/pdf/1991-81.pdf>

The Sex Discrimination Act 1984

<https://www.humanrights.gov.au/our-work/legal/legislation>

The Age Discrimination Act 2004.

<https://www.humanrights.gov.au/our-work/legal/legislation>

Leigh Warnick. *Incorporated Associations Liability of Board/Committee Members*
The Law Society of Western Australia 1 June 2005.

http://www.lavanlegal.com.au/images/galleries/12654233_40_Inc_ass_liab_paper_%282%29.pdf

St John's Ambulance First Aid course online at <http://e-firstaid.stjohn.org.au>



ACCIDENT / INCIDENT REPORT

This report must be completed when any accident or incident involving a person has occurred in relation to any U3A-ACT course or activity, whether on U3A-ACT rented premises or elsewhere, and irrespective of whether an injury or illness is apparent as a result. The report can be prepared by the person involved or another person who knows the

facts (such as a witness to the event) and should be completed as soon as possible after the event. This report will provide U3A-ACT with a record of the event in the case of any insurance claim arising from the accident or incident

Accident means an unplanned occurrence or incident that causes or contributes to personal injury or damage to property

Incident means any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

Date and time of accident/incident:
Name of person involved (including contact details if known)
Location and site of accident/incident:
Describe fully the nature of the accident/incident:
What first aid, medical or other assistance, if any, was given following the accident/incident
If possible indicate the names and contact details of at least two people who witnessed the accident/incident:
Suggested follow-up action for U3A-ACT to mitigate against such an occurrence in the future (if applicable)
Name of the person preparing this report (please give contact details):
Date of this report:
Signature of member conducting the activity in which the accident/incident occurred (if applicable)

If space is insufficient for any entry please continue on the back of the sheet.

Please forward the completed report to the Secretary U3A-ACT Inc. address: Hughes Community Centre, 2 Wisdom Street, Hughes. ACT 2605 or at secretary@u3acanberra.org.au. This report may be shared with the landlord or lessee of the property where the incident occurred.