



Incident & Accident Reporting Policy & Procedure	
Publication date on the website 8 April 2019	Applies to all U3A Bermagui and District Inc members
Responsible person. Jan Rivers	Scheduled to be reviewed at once every 3 years as determined by the committee
Approved by the U3A management committee on 25 th March 2019	Author David Monro

INTRODUCTION

The University of the Third Age recognises the health and safety of its members is a priority and if incidents & accidents do occur, they should be reported. Incidents & accidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

U3A Bermagui and District Inc understands the importance of reporting and investigation, and has developed hazard inspection, hazard reporting and induction programs to minimise the workplace accidents or dangerous occurrences.

This policy applies to all U3A members, volunteers, contractors and visitors under the control of U3A Bermagui and District Inc.

PURPOSE

This policy seeks to ensure that all U3A members understand the procedures to be taken in the event of an accident or incident.

DEFINITION

Incident refers to any event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm.

POLICY

An "Incident" is any event occurring in the course of U3A's work that has an immediate and adverse effect on the safety, health or well-being of U3A members.

U3A members are required to be vigilant in reporting incidents when they occur so that appropriate support can be provided to those affected. Reporting allows for the circumstances to be analysed to reduce the likelihood of a similar event occurring again.

RESPONSIBILITIES

The President shall ensure all members are aware of this policy and procedure.

The Course Coordinator provide a copy of the incident report and ambulance procedure to all leaders & course clerks as part of their induction.

The Secretary shall maintain all incident and accident reports

PROCEDURES FOR INCIDENT REPORTING

- An incident may be reported verbally by a U3A member and/or class leader when it occurs, but this must be followed up within 24 hours by a formal Incident Report (refer to Appendix 1).
- The formal report will be given to the Secretary or Course Coordinator, who will note the Report and forward it to the President.
- When an incident results in a physical injury, obtaining medical attention for those affected will be the first and highest priority
- Class leaders will follow the ambulance procedure as listed in Appendix 2.
- When an incident results in a notifiable physical injury, the President will immediately inform the appropriate authority.
- The next of kin of those affected by the incident will be advised at the soonest possible time following the event, after the immediate medical and care needs of those involved have been attended to.
- When the immediate issues arising from the incident have been addressed, it will be investigated and documented by the President, and where possible, remedial action taken.
- Any U3A member traumatised by an incident will be offered a referral to an appropriate professional as soon as possible after the event.
- Incident Reports will be included in the President's Report monthly report to the Management Committee. The Management Committee will consider the incident & accident for any broader Occupational Health & Safety implications for the local U3A
- Incident Reports will be retained by the Secretary

AUTHORISATION OF POLICY & PROCEDURE

Date of Approval by Committee	25 th March 2019
Signature of U3A Secretary	(Ruth Perrett)
Name of U3A Secretary	Ruth Perrett
Signature of U3A President	(Jan Rivers)
Name of U3A President	Jan Rivers
Date	8 April 2019

Appendix 1 - Incident & accident report

This report must be completed when an incident or accident involving a person has occurred at any U3A course or activity. It is to be used if any injury or illness occurred.

The report may be completed by any person involved who witnessed the event and should be returned to the Secretary within 24 hours of the event.

The report provides a record in the event of an insurance claim arising from the incident / accident

Date & time of incident / accident	
U3A class name & venue	
Name of person/s involved in the incident / accident & their contact details	
List any comments made by the affected member	
Name of person conducting the activity & their contact details	
Describe the nature of the incident / accident	
Describe any first aid, medical or other assistance given	
Was an ambulance called?	
Was a contact person called?	
Names and contact details of at least 2 people who witnessed the incident / accident	
Suggested follow up action needed to mitigate the occurrence in the future	

Name of person completing this reportDate of this report

Contact details

Signature of person completing this report

Please return to the Secretary of U3A Bermagui & District Inc, P O Box 160, Bermagui, NSW, 2546 or scan and email to contact.bermagui.u3a@gmail.com

Please note: this report may be shared with the landlord or lessee of the property where the incident occurred

Appendix 2 - Calling an ambulance procedure

During the incident

The course leader & one other member will

- call 000
- stay near the affected member to answer questions regarding consciousness, breathing and responsiveness
- read the member's name badge for medication information

The course leader will

- request the attendance of a first aider if one is available
- ask a member to obtain the first aid kit; defibrillator; blanket, pillow etc
- ask a member to guide the paramedics to the patient
- dismiss the class
- ask spectators to move away
- collect the affected member's personal items (especially handbags or cases which may contain medications)
- contact the next of kin as per the name badge
- ensure affected member's privacy is respected at all times
- once medical and care needs of those involved have been attended to; the U3A secretary or course co-ordinator will be informed of the incident. The tutor will ask them to contact the next of kin (if the name is different to that on the badge)

After the incident

The tutor or course clerk will complete & submit an incident report within 24 hours to secretary or course co-ordinator