

Work Health & Safety Policy

Purpose of the policy:

U3A Albury Wodonga is committed to operating injury-free and without serious incidents. Our priority is the health, safety and welfare of our members, volunteers, tutors, and the public.

Policy statement:

The U3AAW Management Committee is responsible for ensuring:

- Compliance with the Victorian Occupational Health & Safety Act 2004 and associated Regulations, as well as the NSW Work Health and Safety Act 2011 and associated 2017 Regulations
- Members, volunteers, tutors, and visitors have a safe and healthy environment to teach, learn and socialise
- Systems are in place to effectively manage health and safety
- Risk management processes are implemented, as required, to ensure hazards are adequately identified, assessed and controlled so that the health and safety of our people is not compromised
- Our Lease Holder is notified of any risks or hazards that require their attention
- The relevant authority is notified within the required timeframe should a notifiable incident or injury occur
- Our activities continue safely in the event of a disaster or significant disruption or suspend such activities until conditions improve
- U3A's reputation and public image is safe guarded.

All members, volunteers, and tutors shall:

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- co-operate with any reasonable policy or procedure of the person conducting the activity relating to the health and safety of U3A Albury Wodonga members, visitors and the public
- report any injuries, incidents or hazards to the Class Tutor, event organiser, or the management committee.

All tutors and event organisers:

- Shall consider risk management principles e.g., identify issues, assess and implement controls when planning their activities.
- Are empowered to take decisions to protect the health and safety of the participants and the public during the activity
- Shall report any incidents, hazards, near misses or injuries that occurred during their activity to the Management Committee.

Injury, incident and hazard reporting.

- The priority is meeting the immediate needs of the person/s affected by an injury, incident or hazard, including first aid or calling emergency services.
- All members and visitors must report any injuries, incidents, near misses or hazards to the Class Tutor, event organiser, or the management committee.
- The Tutor or Event organiser must report the injury, incident, near miss or hazard to the Management Committee.
- The Management Committee must record the report in the Incident Register, which is kept in the First Aid Kit.
- Where appropriate, an assessment will be conducted. Revised procedures may be implemented to ensure the incident, injury or hazard does not reoccur.

First Aid

- A First Aid Kit is available in the U3A Office
- A defibrillator is available in the GACC stairwell
- The Management Committee is responsible for delegating a person to check and update the first aid kit at the end of each term, and to organise replacement of the defibrillator pads and batteries every 2 years.

Related procedures and applicable regulations/ legislation
U3A Risk Management Policy
https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#pt.1
https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404

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Policy #: C-03	Approved By: committee Date: 9/8/2024
Date of original policy: new	
Review frequency: annually	

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CHANGE LOG

Reviewed by	Date	Changes made
Management Committee	9 / 8 / 2024	Editing