

## **HEALTH AND SAFETY POLICY**

U3A Dandenong seeks the co-operation of all members, contractors and visitors and encourages positive participation of all members to create a safe and healthy environment with the aim of a zero-injury rate.

### **In accordance with the Occupational Health & Safety Act & Regulations we will:**

- Provide and maintain for members, contractors and visitors a learning and participation environment that, so far as is reasonably practicable, is safe and risks to health are minimised.
- Not recklessly endanger a person at a U3A activity.
- Protect other people so far as reasonably practicable from risk arising from our activities.

In voluntarily participating in activities of U3A Dandenong, members are aware that even though U3A Dandenong has endeavoured to reduce risks as far as reasonably practicable, their participation in the activities may expose them to hazards and risks that could lead to injury, illness or death, or to loss of or damage to property.

Note - U3A Dandenong Inc. is insured with VMIA established by the Victorian State Government. This does not include cover for Personal injury that members may incur during U3A Dandenong activities.

### **We therefore require that all members adhere to all Health & Safety policies, procedures and Risk management policy and by:**

- Participating in activities in a safe manner. Only participate in activities where you are confident that your state of health is adequate to cope with the activity.
- Advise the Tutor of any physical or other limitation that might affect or is affecting the members participation in the activity.
- Wearing or carrying their U3A Dandenong Inc. identity name tag including details of any emergency contact telephone number, relevant medical condition or vital medication, to alert medical professionals who may be called on their behalf.
- Be aware that U3A Dandenong Inc. has a duty of care to its members and others to call an ambulance in the event of a medical emergency as detailed in the Members Handbook Health and Safety section.
- Members who use their own equipment (eg mobility aids or bicycles) are responsible for ensuring that they are appropriate for the use intended, maintained in a safe condition and are stored in a safe manner when not being used during any activities they are attending. Members who require mobility aids to participate in any U3A Activities must bring their own mobility aids to the activity.

## **HEALTH AND SAFETY POLICY**

- Keeping their activity areas clean and tidy
- Helping to reinforce safe activity practices with other members
- Contributing to the development and implementation of improvements to safety and report risk when identified (refer section below)

**The committee and Tutors will demonstrate a commitment to improving as far as reasonably practicable, the level of safety through:**

- Demonstrating leadership amongst our members, contractors and visitors in creating a safety conscious environment.
- Taking a pro-active approach to raising awareness of this Health and Safety Policy and enforcing Health and Safety requirements and raising awareness of risks associated with the activities associated with participating in their course.
- Identifying, assessing and reducing the risks to Health & Safety for activities and in the associated environment. e.g. ensuring first aid and emergency contingencies are in place.
- Ensuring any equipment being used is fit for purpose and members are made aware of how to use the equipment safely.
- Promoting to members the Safety requirements of U3A Dandenong activities

Tutors are to ensure all incidents, injuries and near misses are reported to the committee. Tutors and Committee will then investigate to identify their cause(s) and implement measures to minimise the possibility of them happening again.

The committee will ensure resources are allocated to maintain and improve the Health & Safety Management System.

### **Safety Awareness and Reporting - All Members**

- Be vigilant. If you identify a potential risk, report it to your tutor or to the person on duty in the U3A office at Noble Park, who will record it on the risk form for follow up by the risk management officer. If appropriate adopt provisional measures, e.g. remove a broken chair to avoid use.
- Recognise your physical capabilities. Do not undertake a class or activity which would adversely impact on yourself or fellow members. Should your state of health deteriorate suddenly at any time, immediately notify your tutor or leader.
- In case of an incident ensure you are familiar with and follow the requirements described in the Health and Safety section of the Members Manual for actions and reporting required.