
POLICY DOCUMENT – OCCUPATIONAL HEALTH & SAFETY

REV 1-JUL-2022

Purpose

U3A Bentleigh Inc is committed to ensuring, as far as is reasonably practicable, that appropriate resources are made available to keep our sites and events safe and without risks to the health and welfare of members, class leaders, volunteers, contractors and visitors.

Policy

1. U3A Bentleigh recognises its duty of care to ensure its sites and events are safe and without risks to health and safety, in compliance with the Victorian *Occupational Health and Safety Act 2004* and the *Occupational Health and Safety Regulations 2017*, relevant *Codes of Practice* and guidelines.
2. Risks will be controlled by a four-stage process:
 - (a) identification of any hazards within sites and events;
 - (b) assessing risks that may result from these hazards;
 - (c) deciding on appropriate control measures to prevent or minimise the level of risk; and
 - (d) implement, monitor and review control measures.
3. In addition, the promotion and maintenance of health and safety is the responsibility of all persons attending our sites and events.
4. Each person is expected to ensure that tasks are undertaken in a safe manner and safe procedures are followed at all times.
5. Members, class leaders and volunteers are expected to report any unsafe conditions or hazardous practices to the Committee of Management without delay.
6. Such reports are to be investigated as soon as possible.
7. Regular site inspections to identify hazards will be conducted under the guidance of the Committee of Management.
8. Safety awareness and safe practices are to be promoted to influence positive behaviours towards safety.

Review

These Terms & Conditions will be reviewed annually or when circumstances change.

Approved

This Policy Document has been endorsed by the U3A Bentleigh Inc Committee of Management and authorised to be posted on the website. Effective date: 1-Jul-2022.