

# U3A BATEMANS BAY

## ACCIDENT/INCIDENT POLICY

In the event of an incident or accident occurring at any U3A Batemans Bay meeting or to any person on U3A Batemans Bay business, tutors are to:

1. **IMMEDIATELY:** follow the ACCIDENT/INCIDENT INSTRUCTIONS form.
2. **AS SOON AS POSSIBLE:** complete the ACCIDENT/INCIDENT REPORT form.  
This form will be used to report any incidents, medical emergencies or accidents that occur at any activity conducted by U3A Batemans Bay.

It is U3A Batemans Bay policy that an ambulance should be called for all medical emergencies, even if this is refused by the member involved. If the patient is adamant that an ambulance is unnecessary, a phone call for assistance may be made to either the ambulance or the hospital.

If a member is “out of pocket” because of ambulance related costs, U3A Batemans Bay will cover those costs. Claims will be completed once the appropriate paperwork is provided to the committee.

Police should be called in the case of an incident at the discretion of the Tutor or their support person.

Course Coordinator 2 or the President (or, if unavailable, a committee member) must be notified as soon as possible.

The completed form should be emailed as soon as practicable to [secretary.u3a.bbay@gmail.com](mailto:secretary.u3a.bbay@gmail.com). Alternatively, it may be posted to Secretary, U3A Batemans Bay, PO Box 1304, Batemans Bay 2536.

On receiving the form, the Secretary and President will complete the section titled “Committee use”. Actions completed will be noted. The form becomes a confidential document once commenced. These forms will be stored securely by the Secretary.

For insurance reasons, members are required to wear their name badges at all activities of U3A Batemans Bay.

The Tutor is required to have the following documents with him/her for each activity:

1. Your class sign-on sheet or roll.
2. A copy of emergency contact details for all attendees at classes conducted by U3A Batemans Bay.
3. A copy of the four page Accident/Incident Policy which includes contact details and the reporting form.

Tutors also need to consider who, in their class, could be called upon to support them in an emergency.

# U3A BATEMANS BAY

## ACCIDENT / INCIDENT INSTRUCTIONS

### 1. INSTRUCTIONS TO BE FOLLOWED IN CASE OF MEDICAL EMERGENCY, ACCIDENT or INCIDENT

TUTOR	SUPPORT PERSONS
<ul style="list-style-type: none"> <li>Decide if this a <b>MEDICAL EMERGENCY OR AN ACCIDENT</b>. <b>EMERGENCY</b> examples are: a fall, hitting head, pain, collapsing, can't get their breath, difficulty getting up, disorientation</li> </ul>	
<p><b>IF IT IS AN EMERGENCY:</b></p> <ul style="list-style-type: none"> <li>Check for danger.</li> <li>Nominate two support persons from the class.</li> </ul>	
<p><b>IF YES, TUTOR TO DIAL 000 and ask for AMBULANCE</b></p> <ul style="list-style-type: none"> <li>Stay with affected member/ respond to operator's questions. Member (if able) and/or tutor responds to ambulance officer's questions.</li> <li>Tutor to contact Course Coordinator 2 or the President and report incident.</li> <li>Complete the Accident/ Incident Report Form as soon as possible after the event.</li> </ul>	<ul style="list-style-type: none"> <li>Instruct all members to leave the immediate vicinity.</li> <li>If in situ: contact management and report the medical emergency/accident.</li> <li>Ring the emergency contact.</li> <li>Wait outside to flag ambulance.</li> <li>Send members home if necessary.</li> </ul>

The addresses and telephone numbers of all venues with management on site are below.

VENUE	ADDRESS	SUBURB	CONTACT PERSON	PHONE NUMBER
Banksia Village	69 Heath Street	Broulee	Heidi	4471 6031
Bay Pavilion	12 Vespers Street	Batemans Bay	Alison	4415 1800
Baylink	3 Flora Cres	Batemans Bay		4478 2684
Botanic Gardens	Princes Highway	Batemans Bay		4471 2544
Country Women's Ass	158 Edward Road	Batehaven	Chris	4472 3317
Perry Street Cinemas	10 Orient Street	Batemans Bay		4472 6009
Soldiers Club	6 Beach Road	Batemans Bay		4472 4117
Stepz Dance Studio	1 Hughes Street	Batemans Bay	Claire	4472 9855
The Manor	156 Beach Road	Batemans Bay	Richard	4472 0300
Uni of Wollongong	51 Beach Road	Batemans Bay	Nicky or Jamie	4472 2125
Salvation Army	25-27 Old Princes Hway	Batemans Bay	Lesley Archer	0244 723 510

### 2. INSTRUCTIONS TO BE FOLLOWED IN CASE OF AN INCIDENT

e.g., Fire, Unacceptable or Dangerous Behaviour

TUTOR	SUPPORT PERSON
<ul style="list-style-type: none"> <li>Decide <b>IF THE INCIDENT REQUIRES an EMERGENCY SERVICE</b></li> </ul>	
<ul style="list-style-type: none"> <li>Check for danger.</li> <li><b>IF YES:</b> Nominate a support person</li> </ul>	
<ul style="list-style-type: none"> <li>Keep the class safe. If leaving the premises, take your roll with you.</li> <li>Mark your roll when safe to ensure that all are present.</li> </ul>	<p><b>Phone 000</b> (Police, Fire or Rescue)</p> <p><b>Phone 132 500</b> (State Emergency Service)</p> <p>- For weather-based emergencies</p>

# U3A BATEMANS BAY

## Accident/Incident Report for Batemans Bay U3A Activities

### IT IS IMPORTANT THAT YOU NOTE THE FOLLOWING:

1. In a medical emergency, accident or incident, follow the instructions on the 'ACCIDENT/INCIDENT INSTRUCTIONS' FORM.
2. You must telephone and update the Course Coordinator 2 or the President on the day of the incident as soon as the situation has been resolved.

If these are unavailable, please contact the other Course Coordinator or another committee member if necessary.

3. You must complete this report as soon as practicable.  
Please email the completed report to [secretary.u3a.bbay@gmail.com](mailto:secretary.u3a.bbay@gmail.com)

### NOTE: Use this form to report any incidents, injuries or events that:

- Require assistance from medical, ambulance, fire or police
- Involve an injury or medical event not requiring assistance
- You deem to be a hazard to others or unusual in some way

Name of Tutor \_\_\_\_\_

Name of U3A activity: \_\_\_\_\_

Address where accident/incident occurred: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name, phone number and address of person/people involved in the accident/incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, phone number and address of witnesses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Called Ambulance for Accident Yes                      Time called:                      Time Arrived:

Called Police for other incident Yes/No                      Time called:                      Time Arrived:

Emergency contact of person notified Y/N                      Time notified

Name of person contacted \_\_\_\_\_

Injured member signature (if possible): \_\_\_\_\_

Continue on reverse side 2

Tutor or their representative: describe the accident/incident and any treatment given or advice received:

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Attach a separate page if needed

<b>Phone 000</b> <b>Ambulance, Police, Fire, Rescue</b> (Say which service your need)	<b>Phone 132 500</b> <b>State Emergency Service</b> (Weather based emergencies)
<b>Batemans Bay Hospital 02 4475 1500</b> Emergency: 7 Pacific Street Batemans Bay	<b>Moruya Hospital 02 4474 2666</b> Emergency: 2-10 River Street Moruya
<b>Police at Batemans Bay 02 4472 0099</b> (Police Station not always attended)	<b>Police at Moruya 02 4474 2444</b> (Police Station not always attended)
<b>The Manor 02 44720300</b>	<b>Banksia Village 02 44717585</b>
<b>Eurobodalla Shire Council 02 44741000</b>	<b>Bay Pavilions 02 44151800</b>
<b>Soldiers Club 02 44724117</b>	<b>Moruya Golf Club 02 44742300</b>

**COMMITTEE USE:** Date of notification to U3A BB committee member ...../...../.....

Name of committee member .....Signature .....

ACTION TAKEN:

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Was Insurance Company notified? Y/N By whom: .....Date/Time: .../...../.....

ADVICE RECEIVED:.....

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**This is a confidential document once commenced.**