**All Incidents / Accidents to be reported to the Club Captain within 24 hours**

**Personal details** (who was involved in the incident / accident)

Name/s:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Incident / Accident details** |  |  |  |  |
| Date of Incident: | Time: | Location: |  |  |
| Daylight / darkness?: | Date Reported: | Witness(es): |  |  |
| If on water incident:  Name / type of boat: |  |  |  |  |
| Wind Speed (approx.) and Direction: |  |  |  |  |
| Tidal current: Strong / weak / slack |  |  |  |  |
| Tide direction (coming in / going out): |  |  |  |  |

**Incident type** (tick all that apply)

|  |  |  |
| --- | --- | --- |
| Location   * Onshore * On-water | Harm   * Injury * Environmental * Property Damage | Other   * Near Miss * Safety Observation |

**What happened?**

**Why did it happen?**

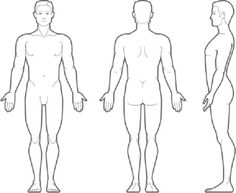
**Draw a diagram:** (draw overleaf or on separate sheet if required)

**Damage to equipment/buildings/vehicles etc.**

What was damaged?

Estimated cost of damage to assets

**Location of Injury** (Please circle the area that is injured on the diagram below)

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**Injury – Nature of Injury**

|  |  |  |  |
| --- | --- | --- | --- |
| * Superficial Injury | * Cut | * Bruise | * Strain/sprain |
| * Contusion/crush | * Burn | * Dislocation | * Laceration/open wound |
| * Foreign body | * Internal injury | * Dermatitis | * Loss of consciousness |
| * Concussion | * Fracture | * Amputation |  |

**Results of Injury**

|  |  |  |  |
| --- | --- | --- | --- |
| Treatment received: | * First Aid | * Doctor | * Hospital |

**Corrective actions**

Immediate actions (what was done at the time of the incident?)

|  |
| --- |
|  |

**Suggested corrective actions (by those involved)**

What controls do you suggest could be put in place to prevent this from happening again / mitigate the outcome?

|  |
| --- |
|  |
|  |
|  |
| Date: **Signatures**: Contact #: |

|  |
| --- |
| **Club Captain to complete this section** |
| Is this event to undergo an investigation? Y / N  Who will take part in the investigation:  Lead investigator: |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Findings of Investigation:**   |  | | --- | | **Corrective actions proposed following investigation**  What controls are agreed to prevent this from happening again / mitigate the outcome? | |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Club Captain: | Safety Officer: |  |  | Committee: | | Actions Agreed: | Date: | / | / | Manager: |   **Actions Implemented**  Detail the controls as implemented to prevent this from happening again / mitigate the outcome.   |  | | --- | |  | |  | |  | |  | |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Club Captain: | Safety Officer: |  |  | Committee: |
| Actions completed: | Date: | / | / | Manager: |