

BRINDABELLA BUSHWALKING CLUB INC

INCIDENT REPORT FORM

Definition of an Incident: Any unusual occurrence that the committee should be informed about; which includes, but is not limited to: accidents, injuries or illnesses to walkers; a lengthy and unexpected delay to progress (e.g. lost walker); damage to property (e.g. car accident, vandalism, fire); and relevant dealings with private property owners or officials from government agencies, like police, park rangers and RFS.

NAME of injured person or person suffering loss:

ADDRESS of injured person or person suffering loss:

Nature of Incident:

Date and time of incident:

Details of the Incident and the Action Taken:

Any External Involvement (ambulance, etc):

The Activity:.....

Location:

Details of Witnesses including names and contact details:

Leader's Name: **ph.**.....

Signature of Leader: **Date of report:**

(Committee to complete). Final Outcome and Preventative Action, if applicable: