

WEA RAMBLERS SYDNEY

INCIDENT REPORT FORM

In the event of a significant incident or injury, complete this form and forward it to the President as soon as practical with a copy to the Walks Coordinator. In the event of serious injury, or if the injured walker indicates a wish to make an insurance claim, inform the President by phone or email (wearamblerssydney1@gmail.com) as soon as possible. This is to ensure that Ramblers complies with the timelines as set out in the Bushwalking NSW insurance policies.

An ***incident*** is where an event takes place which may result in a claim being made, such as serious injury, death, damage to third party property or loss of possessions.

An ***accident*** is where a person is injured. A ***serious injury*** is one requiring medical attention.

Name of injured person or person suffering loss:	
Address of injured person or person suffering loss:	
Report prepared by: Contact details:	Date prepared: Signature:
Date of Incident:	Time of Incident:
Name of walk and grade:	
Location:	
Type of Incident: Injury, missing person, damage to property, theft, fire, etc.	
Incident Details:	
Actions Taken:	

Witnesses (including names and addresses):

External Involvement: Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?

Final Outcome: What was the final outcome of the incident? When was it resolved?

Future Prevention: Could the likelihood of this incident be reduced at future Club activities? If so, how?

Supplementary Information: This section can include a list of attachments, such as a map, witness statements etc.