

UPPER BLUE MOUNTAINS BUSHWALKING CLUB

INCIDENT REPORT FORM*

To be completed by activity organisers/walk leaders as soon as practical after the incident. This report should be kept by the club secretary as a formal club record. In the event of any serious injury (an injury requiring medical treatment) copies of the incident report must be forwarded to the Secretary, secretary@ubmbc.org.au who will forward to the Insurance Convener for Bushwalking NSW.

Report prepared by: Contact details:	Date prepared: Club name and address:
Date of Incident:	Time of Incident:
Type of Event: <i>Day walk, canoe trip, bike ride etc</i>	
Location:	
Type of Incident: <i>Injury, missing person, damage to property, theft, fire, etc.</i>	
Incident Details:	
Actions Taken:	
External Involvement: <i>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?</i>	
Final Outcome: <i>What was the final outcome of the incident? When was it resolved?</i>	
Future Prevention: <i>Can this incident be prevented at future Club activities? If so, how?</i>	
Supplementary Information: <i>This section can include a list of attachments, such as a map, witness statements etc.</i>	

Privacy Note

The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.
