



Incident Report Form

The activity organiser or walk leader should fill in all relevant sections as soon as practical after the incident and give a copy to the Club's secretary, again as soon as possible. The report will be kept by the Secretary as a formal club record and a copy sent to Bushwalking Victoria if appropriate.

Part 1: incident details, usually completed by the leader of the activity

INCIDENT SUMMARY AND CONTACT DETAILS	
Brief incident summary: <i>date, time, activity type, location, incident type</i>	
Report prepared by: <i>name, surname, phone, date prepared</i>	
Walk leader: <i>name, surname, phone</i>	
Witness details: <i>name, surname, phone</i>	
Affected person(s): <i>name, surname, phone, address</i>	
Membership status of aggrieved person(s)	<input type="checkbox"/> WBW member; <input type="checkbox"/> member of _____ BWV club; <input type="checkbox"/> temporary member; <input type="checkbox"/> third party
INCIDENT DETAILS	
Location:	
Conditions: <i>weather, terrain, track</i>	
Relevant potential hazards identified beforehand:	
Incident details included injuries or damage sustained:	
Action taken:	

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

OUTCOME AND CONCLUSIONS

Final Outcome: What was the final outcome of the incident? When was it or when might it be resolved?

Suggestions on how the likelihood of such an incident might be reduced:

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

Signed: _____

Walk Leader

Signed: _____

Witness

Part 2: a summary of the Committee's deliberations

Date considered by committee:

Conclusion and actions taken to reduce the likelihood of similar incidents

Signed: _____

Secretary