

**South Gippsland Walking and Adventure Club Inc.**

**INCIDENT REPORT FORM**



To be completed by activity organisers / walk leaders as soon as practical after the incident. This report is to 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 BWV Insurance Convener [insurance@bushwalkingvictoria.org.au](mailto:insurance@bushwalkingvictoria.org.au) **or**
- mailed to Bushwalking Victoria, PO Box 1007, Templestowe Vic 3106

<b>Report Prepared By</b>	<b>Date Prepared</b>
<b>Date of Incident</b>	<b>Time of Incident</b>
<b>Type of Event</b> (Day walk, canoe trip, bike ride etc.)	
<b>Location</b>	
<b>Type of Incident</b> (Injury, missing person, damage to property, theft, fire, etc.)	
<b>Incident Details</b>	
<b>Actions Taken</b>	

<p><b>External Involvement</b> 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?</p>
<p><b>Final Outcome</b> What was the final outcome of the incident? When was it resolved?</p>
<p><b>Future Prevention</b> Can this incident be prevented at future Club Activities? If so, how?</p>
<p><b>Supplementary Information</b> This section can include a list of attachments, such as a map, witness statements etc.</p>

**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.