

INCIDENT REPORT FORM

To be completed by activity organisers / walks leaders as soon as practical after an incident or when things almost went seriously wrong (near misses). 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 or mail to Bushwalking Victoria, PO box 1007, Templestowe Vic 3106

Report Prepared By	Date Prepared
Date of Incident	Time of Incident
Type of Event: Day walk, bike ride, canoe trip, etc.	
Location	
Type of Incident	
Incident Details	
Actions Taken	
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: Can this type of incident be prevented at future Club activities? If so, how?	
Supplementary Information: This section can include a list of attachments such as a map, witness statements, etc.	

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.